

# **STATE OF CONNECTICUT DEPARTMENT OF MOTOR VEHICLES**

## **POLICIES AND PROCEDURES MANUAL**



## **DEALER ON-LINE REGISTRATION SYSTEM**

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<b>CHAPTER 1: INTRODUCTION .....</b>	<b>5</b>
MISSION STATEMENT	
VISION STATEMENT	
BEFORE YOU BEGIN	
TO BECOME AN ON-LINE DEALER AGENT	
INVENTORY AND SUPPLIES	
DEALER AS AN ON-LINE REGISTRATION SYSTEM AGENT	
TRANSACTIONS	
VOID/AMEND TIME SCHEDULE	
* optino 1/immediate processing	
CORRECTION OF DOB ON TRANSFER REGISTRATION	
OWERSHIP DOCUMENTS	
TRANSACTIONS NOT TO BE PROCESSED ON-LINE	
 <b>CHAPTER 2: INVENTORY.....</b>	 <b>9</b>
SECURITY OF INVENTORY	
TERMINAL/ALLOWABLE INVENTORY SET-UPS	
ORDERING INVENTORY	
CONFIRMATION OF INVENTORY	
REPORTING PROBLEMS WITH INVENTORY	
* inventory <i>has not</i> been electronically confirmed	
* inventory <i>has</i> been electronically confirmed	
MISSING INVENTORY	
DAMAGED INVENTORY	
ISSUED MANUALLY/SKIPPED/PREVIOUSLY ISSUED	
RECONCILIATION OF INVENTORY	
RETURNING UNUSED INVENTORY	
* marker plates	
 <b>CHAPTER 3: REGISTRATION ON-LINE .....</b>	 <b>16</b>
REGISTERING A VEHICLE ON-LINE	
* option 1 immediate-processing	
* option 2/pre-processing	
* option 3: post sale processing	
* quick issue log	
TRANSFER INFORMATION	
* vehicle transfer	
* record transfer	
* combination vehicle transfer	
IN-TRANSIT REGISTRATION	
BATCHING AND SUBMISSION POLICY	
TRANSACTION DETAIL REPORT	
REQUIRED SUPPORTING DOCUMENTS	
PROPERTY TAX AND SUSPENSION	
* suspension	
* property tax	
COURTESY DELIVERY	

## AMEND/VOID

- \* amend function
- \* processing the amend
- \* void function

## VOID/AMEND TIME SCHEDULE

- \* option 2/pre-processing

## PROCESS ON-LINE VOID/AMEND TIME FRAME

- \* option3/post sale processing
- \* post sale log out

## SYSTEM OFF-LINE

- \* procedures
- \* amend
- \* void

## REPRINTS

## DOCUMENTS NOT PRINTED

## **CHAPTER 4: TITLE INFORMATION.....32**

### TITLE PROCEDURES AND TITLE INQUIRE FUNCTION

- \* miscellaneous
- \* leinholder
- \* withdrawal
- \* title suspense
- \* title inquiry
- \* uses of title inquiry reports
- \* utilizing title inquiry report with application for duplicate title (H6-B)
- \* miscellaneous title inquire report information
- \* authorization for payoff (H-12)
- \* CT secure power of attorney for vehicle mileage disclosure & certification (H-117)

## **CHAPTER 5: LEASING.....37**

### LEASE VEHICLE INFORMATION

- \* registration requirements
- \* vehicle transfers on lease companies
- \* power of attorney policy

## **CHAPTER 6: INSPECTION AND EMISSIONS.....38**

### VEHICLE INSPECTION

- \* out of state vehicle requirements
- \* quick reference chart for inspections
- \* performing vin verification (by dealer)
- \* contacts for inspection

## **CHAPTER 7: ENFORCEMENT.....41**

### VIOLATION/ENFORCEMENT

- \* policy of violations
- \* enforcement notices & action if policies are violated

## **CHAPTER 8: MISCELLANEOUS INFORMATION.....42**

REGISTRATION RENEWALS AND LATE FEES  
 MULTIPLE TRADE-INS  
 SALES TAX INFORMATION  
 APPLICANT ADDRESS  
 REFUND POLICY  
 REGISTRATION TO A MINOR  
 CORRECTION AFTER TITLE ISSUANCE  
 CONNECTICUT INSURANCE CERTIFICATE  
 LONG ISLAND SOUND PLATES  
 QUICK REFERENCE DATES FOR TITLE ISSUANCE BY OTHER STATES  
 TAX TOWN CODES  
 REGISTRATION INFORMATION
 

- \* passenger
- \* comb (sub-code determined by body style)
- \* commercial
- \* motorcycle
- \* trailer
- \* camper

 CLASS CODES AND SUBCODES  
 MISCELLANEOUS TRANSACTIONS AND PLATE FEES
 

- \* acceptable forms of id
- \* color
- \* contact people

**CHAPTER 9: APPENDIX ..... 58**  
 FORMS:

- \* inspection report (B-269)
- \* application for duplicate certificate title (H6-B)
- \* H-117
- \* authorization for payoff (H-12)
- \* on-line temporary registration (K-326)
- \* supplemental assignment of ownership and/or bill of sale
- \* on-line dealer transmittal sheet (K-201)
- \* vin verification DMV inspection report (R-302A)
- \* certificate of parental consent (2-D)
- \* inventory discrepancy form
- \* on-line registration certificate
- \* on-line dealer certification of vehicle id number
- \* quick issue log
- \* title inquiry report
- \* withdrawal form (H-71)
- \* application for waiver – active service in U.S. Army (B-276)
- \* fee charts

# Chapter 1 INTRODUCTION

The Dealer On-Line Procedure Manual has been designed to aid your dealership when performing the duties of an On-Line Dealer. This manual will serve as a reference for your dealership. We have tried to make this manual as clear and concise as possible.

## **MISSION STATEMENT**

To deliver high quality innovative services to our customers, and to promote highway safety for the public.

## **VISION STATEMENT**

A continuously improving DMV, without walls, without lines, and within budget.

## **BEFORE YOU BEGIN**

The On-Line Dealer program was developed by, and is maintained by the Connecticut Automotive Retailers Association (CARA) by agreement with the State of Connecticut Department of Motor Vehicles.

## **TO BECOME AN ON-LINE DEALER AGENT**

Before a dealer can become an On-Line Dealer Agent the following must be completed and/or on file with the DMV:

1. Letter of Intent (Vendor Form)
2. Registration Issuance Bond (A current \$5,000 Dealer Issuance Bond must be on file with the Dealers And Repairers Division)
3. Letter of Authorization (K-61)
4. On-Line Requirement Agreement (The requirement agreement must be signed by the Dealership Principal)
5. Terminal and clock issuance request
6. Dealer License and Insurance (must be valid)
7. Complaints (all consumer complaints must be addressed within ten (10) days of going On-Line)
8. Training (Dealership personnel utilizing the On-Line System must be trained by the DMV and Vendor)
9. Inventory Ordering Form must be complete
10. A funds account must be established with CARA

**IF YOU ARE A DEALER CURRENTLY ON THE MANUAL ISSUANCE PROGRAM ALL INVENTORY MUST BE RETURNED BEFORE GOING ON-LINE.**

## **INVENTORY AND SUPPLIES**

All On-Line dealers will be given an inventory of plates.

## **DEALER AS AN ON-LINE REGISTRATION SYSTEM (OLRS) AGENT**

### **TRANSACTIONS**

The Dealer OLRS has been designed to support the following transactions:

1. **New Issues:** Customer is requesting a new registration and marker plate.
2. **Vehicle Transfers:** Customer has a current registration and is requesting their marker transferred to a new vehicle. Applicant(s) information is limited with its changes.
3. **Vehicle Transfers with Renewal:** Customer has a current registration due to expire and is requesting a marker transfer, process a vehicle transfer with renewal. If the registration expires within 60 days' you **must** renew the transfer registration. **If a**

**transfer registration has expired, the transfer registration must first be renewed, then and only then will you be able to transfer the registration On-Line.**

4. **Amend:** Dealership will have the ability to **correct or fix** a permanent registration that was processed On-Line, within the allotted time. Vehicle identification numbers cannot be amended.
5. **VOID:** Dealership will have the ability to **void** a permanent registration that was processed On-Line, within the allotted time.
6. **TITLE INQUIRIES:** Dealerships will be provided title information on previously titled Connecticut vehicles.

## **VOID/AMEND TIME SCHEDULE**

### **OPTION 1/IMMEDIATE PROCESSING AND OPTION 2/PRE-PROCESSING TIME SCHEDULE\***

Listed below are the schedules which **MUST** be followed when registering a vehicle On-Line and performing a Void or Amend

\*All instances where the date of issue and the date of transaction are the same

<b>Process On-Line</b> (Date of transaction)	<b>Void/Amend TIME FRAME</b>
Monday	Tuesday until 6:00PM
Tuesday	Wednesday until 6:00PM
Wednesday	Thursday until 6:00PM
Thursday	Friday until 6:00PM
Friday	Monday until 6:00PM
Saturday	Monday until 6:00PM
Sunday	Monday until 6:00PM

**IMPORTANT-NOTE:** Any transaction not VOIDED or amended will become a **permanent registration record**. The paperwork for a transaction which has not been VOIDED or AMENDED during the given time period must be submitted within five (5) days of issuance.

**The following functions may also be performed while processing a Registration Transfer:**

- a. Conjunction change (no fee)
- b. Swapping primary owner with secondary owner (no fee)
- c. Swapping primary owner with secondary owner and dropping the primary owner (\$20.00)
- d. Dropping the secondary owner (\$20.00)
- e. Combination (up to 12,500 GVWR)/Commercial (up to 26,000 lbs. GVWR) transfer with increase in weight (fee charged is dependant on increase in GVWR)
- f. Sub code changes on Combination registrations:
  1. passenger body style to commercial body style (ex. 4 door sedan to pick up)
  2. commercial body style to passenger body style
- g. Correction of Date of Birth (DOB) can **only** be made on a **transfer transaction** (plate being transferred to a different vehicle). In order for this transaction to be accepted in the On-Line system the dealership must enter the same date of birth as shown on the customer's driver license.

**THE FOLLOWING REGISTRATION CLASSIFICATIONS/CLASS CODES MAY BE PROCESSED ON-LINE FOR NEW ISSUES, VEHICLE TRANSFERS AND MANUAL POST SALES:**

- a. Passenger registration: cc: **01 Sub Code -- *Body Style*:** Passenger  
cc: **01 Sub Code 3--*Body Style*:** Pickup (only)
- b. Combination registration: cc: **03 Sub Code 1-- *Body Style*:** 2 or 4dr sedan  
cc: **03 Sub Code 2--*Body Style*:** Commercial up to 12,500 GVWR, (Pickup Truck; SUV; Station Wagon; Mini-Van, excluding 9 or more passenger vans).
- c. Commercial registration: cc: **02 Sub Code 1--** up to 26,000 lbs. GVW
- d. Motorcycle registration: cc: **12 Sub Code 1**
- e. Camper registration: cc: **31 Sub Code 1**
- f. Camp Trailer registration: cc: **11 Sub Code 1--** (personal use trailer only)

(Above registrations Class Codes are also available in Long Island Sound Plates except Motorcycle plates)

**OWNERSHIP DOCUMENTS:** (i.e., Certificate of Origin and Titles). All registrations processed On-Line must have all supporting ownership documents:

- a. **Certificate of Origin:** Any Certificate of Origin that is "USED" may **NOT** be registered On-Line
- b. **Title (Connecticut or Out of State):** Any salvaged, flood, rebuilt, reconstructed, or otherwise Branded Title vehicles as well as a Kit Car or Out of Country Vehicle **MAY NOT be processed On-Line**. A release of lien must be on the title document or on letterhead attached to the title certificate.
- c. **Application for Duplicate Title (H6B):** Must be used in conjunction with a **Title Inquiry Report** printed from the On-Line System and a **Q-1 Assignment of Ownership**.
- d. **Assignment and Authorization for Payoff by Licensed Dealer (H-12):** This form must have an **H117**, Power of Attorney Odometer Disclosure Form attached.

**REMEMBER:** Any Certificate of Origin or Title processed On-Line must be CLEAN (**No salvaged, flood, etc.**) Any vehicle which has a certificate of origin, branded by a manufacturer stating, "vehicle-damaged in transit", or "not to be sold as new", etc. may not be registered On-Line.

## **TRANSACTIONS WHICH CANNOT BE PROCESSED ON PROGRAM:**

- The registrant desires a class of registration other than the approved for this program.
- Class Transfer: From one class of registration to another (i.e., passenger to combination), must be processed at a Department of Motor Vehicle Branch with credit for existing plate equity.
- Passenger registrations in which the registrant is requesting a one year registration renewal.
- Seasonal commercial registrations (less than one (1) year)
- Doing Business As (DBA, Estate of ....., Living Trusts, etc.)
- Any TITLE ONLY transaction
- Manufacturers Buybacks
- Government Titles
- Combination Registrations for vehicles being registered to a non-profit organization (i.e. church, school, daycare, driving schools, etc.)
- Vehicles which will display a "carrying school children" sign
- Types of registrations which cannot be done On-Line
  - A. Municipal: any NO FEE registrations
  - B. Legislative; any SUPPLEMENTAL registrations
  - C. MD, Veteran, Handicapped, Farm and other specialized plates that require different fees or specialized applications.
  - D. Any type of replacement plate
  - E. Vehicles with less than 17 characters in the identification number

For more information please contact: Dealer Processing Unit at (860) 263-5181



## Chapter 2 INVENTORY

On-Line dealerships will be required to order, maintain and assign all inventories electronically through the On-Line system. All inventories shall be sequentially assigned to each transaction processed through the On-Line System.

The following procedures will outline how inventory will be handled (i.e., security, ordering, confirming and reporting problems).

### SECURITY OF INVENTORY

All DMV registration materials must be kept in a locked secured area at your licensed location. The Department will recognize a locked safe, or a locked file cabinet within a secured locked room that is accessible only by authorized administrative staff during office hours and is locked after hours.

**IMPORTANT:** When inventory is received at your dealership, prior to electronic acceptance, inventory must be **physically** checked against the invoice enclosed. If the inventory does not balance, do not confirm or accept the inventory electronically, you **must** contact the DMV Marker Room immediately at (860) 263-5433.

**NOTE:** When inventory is received by your dealership from the carrier and the package looks as though it was tampered with, DO NOT accept delivery of the package.

### TERMINAL/ALLOWABLE INVENTORY SET-UPS

- **Basic Set-up (for single dealership)**  
1 terminal – 1 license – 1 clock – 1 set of inventory
- **Basic Set-up (for a dealer group)**  
1 terminal  
Multiple licenses  
1 set of inventory (Centralized Inventory)  
Multiple clocks (All owned dealerships may be accessed by 1 terminal at a specific location. Each dealership will have its unique clock number on the terminal and draw down from a common plate.)
- **Multiple Inventory Set-up**  
Multiple inventory (correlates to license #)  
1 terminal  
Multiple licenses  
Multiple clocks (all owned dealerships may be accessed by 1 terminal at a certain location. Each dealership will have its unique clock number on the terminal and draw down from a separate set of inventory. This inventory will be assigned to each dealer license clock.

**NOTE:** Under no circumstances should this inventory be swapped between dealerships when processing Post Sale Transactions.

- **Multiple Terminal Set-up**

2 terminals

1 license

2 separate clock numbers

2 sets of inventory

This set-up is usually utilized by dealers who are high-volume. It allows the dealership to have two terminals to process registrations for the same license.

**IMPORTANT:** The DMV does not allow the On-Line system to process a transaction on multiple terminals. Once a transaction is started on a terminal it must be completed on the same terminal.

## **ORDERING INVENTORY:**

Dealerships will be responsible for ordering the following inventory electronically through the On-Line System:

- **Marker Plates:** Marker plates are ordered at anytime in increments of five (5).
- **In-Transit Plates:** In-Transit plates are ordered at anytime in increments of ten (10)

**NOTE:** Orders that are not placed electronically through the On-Line System will not be filled.

The DMV will be responsible for checking inventory orders Monday thru Friday at 9:00AM and 1:00PM. Your dealership may electronically request that the inventory is either shipped or picked-up. If your dealership requests to pick-up the inventory, the individuals' name responsible for picking up the inventory must be entered in the On-Line System.

In addition, the person who is picking up the inventory must:

1. Have a copy of the Inventory Request
2. Provide a CT operator license for identification.
3. Sign acceptance of inventory form.
4. Be able to check the inventory prior to acceptance (physical count of items).

Inventory must be picked up at:

**Department of Motor Vehicles  
Marker Room-Room 118  
60 State Street  
Wethersfield, CT 06161-5049  
Phone: (860) 263-5433  
Fax: (860) 263-5535**

**Hours of pick-up:** Monday-Friday 8:00am-3:00pm

**IMPORTANT: Please allow five (5) business days, Monday thru Friday, for orders to be processed before picking up an inventory order and nine (9) business days, Monday thru Friday, for all orders being shipped. Due to high volume of inventory**

issued, always call before sending your person who is picking up the inventory to insure the readiness of your order.

## **THE DMV WILL NOT PROCESS ORDERS ON THE SAME DAY.**

### **CONFIRMATION OF INVENTORY:**

You must **physically check** and **electronically confirm** the inventory before your dealership can attempt to process transactions using the new inventory. Each inventory order will be accompanied by an invoice, which will reflect exactly what inventory has been shipped to or picked up by your dealership.

**When confirming inventory you must confirm that the marker plates are in sequential order.** Under no circumstance should there be a missing marker plate. When inventory is shipped by the DMV it will be checked to ensure all inventory is in sequential order.

**The following procedures should be followed when initially confirming inventory:**

1. Locate shipping invoice.
2. Confirm that the invoice issued contains the inventory that belongs to your dealership.
3. Physically check the inventory by matching it against the invoice.  
**NOTE: physically confirm inventory within 24-hours of receipt.**
4. If all inventory is present, proceed to "confirm inventory electronically through the On-Line System". **If there is inventory missing DO NOT confirm the inventory electronically, immediately contact the DMV marker room at (860) 263-5433**

**The following procedures must be followed when final confirmation of inventory is done electronically through the On-Line System:**

1. Sign onto the On-Line System
2. Match the order number on the invoice to the order number on the system.
3. Confirm that all inventory listed on invoice and physically present matches what is listed in the system.
4. If OK, confirm the inventory electronically, **REMEMBER!! DO NOT electronically accept the inventory if there are any discrepancies.** Contact the DMV Marker Room at (860)263-5433 IMMEDIATELY.

When inventory is accepted electronically, it will enable the new inventory to be accessed by the system.

**NOTE:** Once the inventory is accepted electronically it becomes the dealership's responsibility. Inventory found missing after electronically confirming **will** result in administrative action involving a fine by the DMV.

## REPORTING PROBLEMS WITH INVENTORY:

Although inventory is confirmed prior to shipping by DMV there may be an instance when inventory is damaged or may be missing from a series. If your dealership receives an inventory shipment in which there is missing or damaged inventory the following procedures are to be used:

### **INVENTORY HAS NOT BEEN ELECTRONICALLY CONFIRMED (checked physically only):**

1. Immediately contact the DMV Marker Room at (860)263-5433 for instructions. DO NOT contact your vendor personnel for instructions.
2. Marker Room personnel will be responsible for reporting the missing inventory to the appropriate DMV personnel for removal.

**NOTE:** Failure to follow procedure will result in an administrative action by the DMV.

### **IMPORTANT: Do not confirm inventory electronically if there is a discrepancy.**

There may be problems with inventory that has been electronically confirmed by your dealership. The different types of problems, which may occur, are as follows:

#### **1. MISSING INVENTORY:**

Marker plates must be reported missing **immediately** upon receipt. This must be done at the time your physical check of received inventories is performed prior to electronic acceptance. When inventory is discovered missing **after** inventory has been electronically confirmed an audit will be performed by the DMV.

Missing inventory must be handled as follows:

- a. Report the missing inventory electronically through the On-Line System. **NOTE:** This step is important and must be done, in order to remove the missing inventory from your confirmed inventory. This procedure will prevent the missing inventory from being assigned to a transaction.
- b. **Complete an On-Line inventory discrepancy form** listing the missing information (i.e., marker plate). And forward it to:

**Department of Motor Vehicles  
Dealer Processing Unit/Problem Inventory  
60 State Street/Room 305  
Wethersfield, CT 06161-0001**

**NOTE:** Completing this procedure does not release your dealership for an audit by the DMV.

## 2. DAMAGED INVENTORY:

Inventory may be damaged as in the following examples:

**Marker Plates:** Incomplete sets, improper letter stamping, incomplete stamp (i.e., upside down or off-center)

Damaged inventory must be handled as follows:

- a. Report the inventory damaged electronically through the On-Line System.  
**NOTE:** This step is important and must be done, in order to remove the damaged inventory from your confirmed inventory. This procedure will prevent the damaged inventory from being assigned to a transaction.
- b. Print a **Returned Inventory Receipt** which will list the inventory information (i.e., marker plate number)  
**NOTE:** A copy of the Returned Inventory Receipt should be kept for your records. A copy may be requested during a future audit.
- c. Immediately return the damaged inventory and **Returned Inventory Receipt** to the DMV. All damaged inventory must be returned to:

**Department of Motor Vehicles  
Dealer Processing Unit/Problem Inventory  
60 State Street/Room 305  
Wethersfield, CT 06161-0001**

## 3. MANUAL POST SALE:

Dealerships will have the ability to process transactions by MANUAL POST SALE. At times, when processing a Post Sale transaction, the system may not allow the transaction to be completed electronically. In these cases since the marker plate inventory is already assigned to the registrant it must be reported as **"issued manually"** through the On-Line System. Complete record transfers, if On-Line system is down, Vin number less than 17 characters, and transactions with a military discount, must all be processed as Manual Post Sales.

### Manually Issued Inventory must be handled as follows:

- a. Report inventory (marker plate) "issued manually" electronically through the On-Line System. **NOTE: This is important in order to remove the inventory from your On-Line system.**
- b. Complete an On-Line Inventory Discrepancy form.
- c. Complete the ENTIRE H-13 (including signatures and DMV Section - **NOTE: THE C.C., TYPE OF REGISTRATION AND MARKER PLATE NUMBER MUST BE RECORDED ON THE H-13.**
- d. Complete the Temporary On-Line Registration (K-326) which is valid for 60 days. If the transaction is a transfer and the registration is not valid for 60 days, the registration **must be renewed first or issue a new plate from your inventory.**
- e. Issue a check for the dollar amount of the transaction.

- f. Complete a Manual Post Sale Transmittal Sheet (K-201) in full. Instructions are on the K-201. A \$10 processing fee must be submitted for each transaction that is submitted on the K-201 Transmittal Sheet.
- g. For Manual Post Sales the following documents must be submitted:  
Manual H-13 completed in full with all supporting documents: check for the total amount of the transaction: K-326 Temporary Registration Certificate: K-201 On-Line Dealer Transmittal Sheet: \$10 processing fee for each transaction on the K201 Transmittal Sheet.  
The On-Line Inventory Discrepancy form and a copy of the manual H-13 must be placed in a separate envelope and marked "**Inventory Discrepancy**".

**NOTE:**

You should NOT deliver a vehicle unless you have attempted to enter the transaction on-line. It is illegal to issue a permanent or temporary registration that has a compliance issue (taxes, insurance compliance, parking violations, or suspension).

**Under no circumstance** should inventory be removed from your On-Line supplies and issued manually, unless processing a MANUAL POST SALE OR POST SALE TRANSACTION.

**SEE OPTION 3:** The transaction must be processed On-Line the **NEXT** business day if inventory is issued manually using the Post Sale option. If an error message occurs when processing the Post Sale, the above procedures must be followed (MANUAL POST SALE). Failure to follow the above procedures is a violation of On-Line policies and procedures.

## **RECONCILIATION OF INVENTORY:**

Dealerships will be responsible for reconciling their inventory electronically on a monthly basis through the On-Line System. Once a month, a message will be displayed requesting the user to enter all unused inventory remaining in their inventory.

**IMPORTANT:** Those dealerships that have chosen to issue registrations through the Post Sale option must enter their Post Sale transactions before reconciling inventory.

When reconciling inventory the following procedure must be followed:

1. Physically confirm all inventory.  
**NOTE:** You must confirm all inventory is in sequential order.
2. Electronically enter all inventory into the On-Line Registration System. The following information will be needed:
  - **Marker Plates:** type of plates, number of plates and numerical series (beginning number/ending number)

**Balanced Inventory:** If the inventory balances against DMV files the system will display a message confirming this and your dealership may begin to process transactions.

**Not balanced:** If the inventory does not balance against DMV files the system will instruct the user to recount and re-enter the inventory. If it is still not balancing a message will be sent to the Dealers & Repairers Registration Enforcement Unit informing them an audit must be performed. The On-Line system will not be accessible until this audit is performed.

#### **RETURNING UNUSED INVENTORY**

**MARKER PLATES:** It will not be necessary to return marker plates unless your dealership is requested to return them by the DMV.

Your dealership will be required to:

1. PRINT A RETURN INVENTORY RECEIPT FOR ALL INVENTORY
2. RETURNED INVENTORY WILL NOT BE ACCEPTED BY THE DMV UNLESS IT IS ACCOMPANIED BY A RETURNED INVENTORY RECEIPT.

**Department of Motor Vehicles  
60 State Street  
Wethersfield, CT 06161-5049  
Attention: Marker Room 118**

**IMPORTANT:** All inventory listed on the returned inventory receipt must be returned with the receipt. Failure to return all inventories will result in an audit.

**NOTE:** Before returning inventory to the DMV it must be removed electronically from the On-Line System. Failure to remove the inventory electronically may cause the system to assign improper inventory to a transaction

#### **RETURNED INVENTORY RECEIPTS:**

A copy of returned inventory receipts must be maintained by your dealership for a period of two years.

## Chapter 3 REGISTERING ON-LINE

### Registering a Vehicle On-Line:

When a vehicle is registered on the On-Line System it is **permanently registered and entered in to the DMV records**. Because of this the Department of Motor Vehicles has allowed On-Line Dealers three options when utilizing the On-Line Registration System. The following pages will review the three options.

**IMPORTANT:** Depending on which option your dealership chooses, there are two important fields in this area: **date of issue and date of transaction**. Your dealership will be responsible for completing this information on all On-Line transactions.

**Date of issue:** The date on which the actual registration was issued to the vehicle (vehicle plated). **Fees and expiration dates are based on date of issuance**. Primarily used in the Post Sale processing.

**Date of transaction:** The date the actual registration was processed On-Line.

### OPTION 1/IMMEDIATE PROCESSING:

**Definition:** Immediate Processing is having the ability to issue a permanent registration (New and Transfers), immediately at your dealership, while the customer is present. It is best utilized when processing a spot delivery.

**The procedure for immediate processing is as follows:**

1. After ensuring that all necessary documents for transfer of ownership are present, enter owner and vehicle information into the On-Line registration system.
2. Print a Registration and Titling Information Report

**NOTE:** The On-Line System offers the option to print a "Registration and Titling Information Report". This report will display all the information that will be displayed on the permanent registration. The registration is not permanent until the "Process" key or "Transmit" key (depending on your vendor) is selected. **The Department strongly suggests that this report is printed and reviewed with the customer before the permanent registration is issued.**

3. Review the Registration and Titling Information Report/Registration Information Report with the customer.
4. If there are any changes after the review of the Registration and Titling Information Report/Registration Information Report, make the changes before permanently processing the registration On-Line.
5. Process the permanent registration. The OLRS system will **sequentially** issue permanent registration and marker plate from your dealership inventory. Have the customer sign the OLRS registration certificate.



6. The customer should be given the following paperwork:
  - a. The customer portion (left side) of the OLRS registration certificate
  - b. Permanent hard marker plate which was assigned by the system (NEW ISSUES ONLY)
7. The On-Line Processing Unit should be sent the following documents:
  - a. The DMV portion (right bar coded portion) of the OLRS registration certificate
  - b. All supporting documents (i.e., title, CO, insurance documents, odometer statements, etc.)
  - c. **Transaction Detail Report, 1 report printed and submitted for each days work.**

## **OPTION 2/PRE-PROCESSING (OPTION A AND B):**

**Definition:** Pre-processing allows your dealership to process a permanent registration (New and Transfer). By utilizing the pre-processing option, your dealership may place each "deal" in a "HOLD/SAVE" file or the Title and Registration List (depending on your vendor) until the customer arrives to take delivery of the vehicle.

### **The procedure for Pre-Processing under Option A is as follows:**

1. After ensuring that all the necessary documents for Transfer of ownership are present, enter owner and vehicle information into the On-Line registration system.
2. Print a "Registration and Titling Information Report/Registration Information Report" and place a copy into the deal jacket. This report will be reviewed with the customer at the time of delivery.
3. Place the registration into the "HOLD" file. The registration transaction will remain there until the customer arrives to take delivery of the vehicle.
4. When customer arrives to take delivery of the vehicle review the "Registration and Titling Information Report/Registration Information Report" with the customer.
5. **No Changes Needed:** You may now process the permanent registration On-Line.  
**Changes Needed:** Before processing a permanent registration, make the necessary changes to the On-Line registration system.  
  
Print another "Registration and Titling Information Report" review the corrected "Registration and Titling Information Report" with the customer again. Have the customer sign the "Registration and Titling Information Report".
6. Print the permanent registration certificate. Have the customer sign the OLRS registration certificate.
7. The following documents should be given to the customer:
  - a. The customer portion (left side) of the OLRS registration certificate.
  - b. The permanent hard marker plate assigned by the system (New Issue only)

8. The following documents should be sent to the On-Line Processing Unit:
  - a. The DMV portion (right bar coded side) of the OLRS registration certificate
  - b. All other supporting documents (i.e., CO, title, insurance documents, odometer statements, etc.)
  - c. **Transaction Detail Report, 1 report printed and submitted for each days work.**

**The procedure for Pre-Processing under Option B is as follows:** Permanent registration is processed before customer arrives.

**WARNING: This may cause your dealership to process voids and amends, which are not necessary.**

1. After ensuring that all the necessary documents for transfer of ownership are present, enter owner and vehicle information into the On-Line registration system.
2. Process the permanent registration, if the delivery is expected to take place that day. If there is a compliance issue see number 3 and 4 below. If not, skip to number 5.
3. If the customer has a compliance issue (delinquent tax, insurance compliance, parking violations, suspension), contact DMV at 860-263-5181, 860-263-5155, or 860-263-5153. **DO NOT** give the customer the permanent registration OR the vehicle registration plate if it is a new issue plate. Additionally, **DO NOT** issue a temporary registration.
4. For those customers that have a compliance issue; the dealer must hold new issue plates and registration for 14 days. If the issue has not been resolved after 14 days send the plates and registration to the Dealer Processing Unit. You must still submit the entire batch of work together. Hold **only** the customer's portion of the registration (the left side of the registration) and the plate if it is a new issue.
5. When customer arrives review the permanent OLRS registration certificate with the customer.
6. **No Changes Needed:** Have the customer sign the permanent registration certificate.  
**Changes Needed:** Process an amend (See section on amends). Have the customer sign the amended OLRS registration certificate.
7. The following documents should be given to the customer:
  - a. The customer (left side) portion of the OLRS registration certificate
  - b. The permanent hard marker plate assigned by the system (New Issue only)
8. The following documents should be sent to the On-Line Processing Unit:
  - a. The DMV portion (right bar-coded side) of the OLRS registration certificate
  - b. If the transaction needed to be amended, send the original incorrect On-Line registration (both sides).
  - c. All other supporting documents (i.e. C/O, title, current insurance card, odometer statements, etc.)
  - d. **Transactions Detail Report, 1 report printed and submitted with each days work.**

**IMPORTANT:** If your dealership chooses to use pre-processing under Option B, remember your dealership is processing a **permanent registration**. If your customer **does not** take

delivery of the vehicle the day the registration is issued you **MUST VOID** the registration within the **VOID TIME FRAME**.

### **OPTION 3: POST SALE PROCESSING:**

**Definition:** The ability to issue a permanent registration and permanent marker plate using a completed and signed Application for Registration (H-13) and Temporary On-Line Registration (K-326). You must attempt to enter the registration into the on-line system. If there are any compliance issues, you CANNOT issue a temporary registration. Registrations can be completed and entered into the On-Line system **the following day using the prior days' date as the issuance date.**

**IMPORTANT:** Please remember the **date of issue** and **date of transaction** will be different. The procedure for Post Sale processing is as follows:

1. Office Personnel will sign out a number of permanent marker plates on the Quick Issue Log. This is at the end of the day when the dealership has exited the On-Line System.

**IMPORTANT:** The marker plates, which are signed out must be logged out on the Quick Issue Log and issued in sequence. The Dealer On-Line System will assign the marker plates, in sequence, when accessing the system the following day.

**The sales staff will be responsible at the time of delivery of the following:**

1. Recording the marker plate numbers assigned on the Quick Issue Log, the name of the customer and the time of delivery.
2. Complete the Application for Registration (H-13) in its entirety with the customer. The customer must sign the completed Application for Registration (H-13), which will be utilized by the DMV for a signature file. **The permanent registration information must be recorded on the H-13, INCLUDING THE AREA "DMV OFFICE USE ONLY".** The Application for Registration (H-13) must be submitted with the On-Line registration, which will be completed by the next day.
3. Complete the Temporary On-Line Registration (K-326) utilizing a **60 Day Expiration Date.**
4. The customer will be issued the following:
  - a. Customer copy of the Temporary On-Line Registration (K-326)

**The following day the office staff will be responsible for:**

1. Immediately enter the transactions which were issued the previous day, into the On-Line system. The registrations must be entered in the same order that the plates were issued. (Remember the system assigns plates in sequence).
2. Process the permanent registration certificate On-Line, making sure that the date of issue (day that the plate was logged out and vehicle was plated) is entered on the system properly. This is different than the date of transaction (date paperwork is

processed On-Line). All fees, the registration expiration date and void/amend time schedule are based on the date of issue. Date of Issue on the On-Line Form (K-326) and Application for Registration (H-13) must agree with the date of issue on the On-Line Registration.

3. After the registration is processed On-Line the customer (left-side) portion must be mailed/delivered to the customer by your dealership.
4. The following documents must be sent to the On-Line Processing Unit:
  - a. DMV (right side) portion OLRS registration certificate (right bar coded portion)
  - b. Completed Application for Registration (H-13) with marker plate listed (**DMV section completed**).
  - c. DMV Portion of the Temporary On-Line Form (K-326)
  - d. All other supporting documents (title, C/O, insurance documents, odometer statements, proof of identification, etc.)
  - e. **Transaction Detail Report, 1 report printed and submitted with each days work.**
3. The Quick Issue Log must be stapled to the dealers Transaction Detail Report copy and maintained in the dealership files. (Two-year record retention applies). It is not necessary to send a copy to DMV.

#### **POST SALE TRANSACTIONS THAT CANNOT BE PROCESSED ON-LINE**

At times, the On-Line system will not process a Post Sale Transaction. The instructions are as follows:

1. Submit the H-13, all supporting documents and **check for the total amount** of the registration to be submitted.
2. "Flag" the plate as "issued manually" in the Electronic On-Line Inventory (for NEW plates only)
3. Submit all transactions manually on a **K201 Transmittal Sheet**.
4. Each transaction that cannot be processed On-Line must be submitted with the \$10.00 processing fee.
5. On the K201, be sure to state why the transaction could not be processed On-Line.

#### **QUICK ISSUE LOG**

If your dealership utilizes the Post-Sale processing option you **MUST** complete a Quick Issue Log. It is important that accurate records are kept on the Quick Issue Log. The Quick Issue Log will be used by the office personnel the next business day to enter all the registrations issued. It is mandatory that all marker plates logged out and/or issued on the Quick Issue Log are accounted for. **FAILURE** to do so will be a violation of the On-Line Program and will result in administrative action by the Department of Motor Vehicles.

If a marker plate is listed on the Quick Issue Log and not issued it must be returned into the dealerships' inventory.

**IMPORTANT:** Please remember all hard marker plates **MUST** be entered on the On-line system in sequence **THE NEXT DAY**. A Quick Issue Log must be completed and attached to the dealership copy of the Revenue Detail Report each day plates are logged out for post sale processing.

**Failure to enter Post Sale Transactions the next business day will result in administrative action by the DMV.**

### **OPTION 3/POST SALE PROCESSING\***

All instances where the date of issue occurs prior to date of transaction

<b>Post Sale Log Out</b> (Date of issue)	<b>Process On-Line</b> (Date of transaction)	<b>Void/Amend Time Frame</b>
Monday	Tuesday	Tuesday until 6:00PM
Tuesday	Wednesday	Wednesday until 6:00PM
Wednesday	Thursday	Thursday until 6:00PM
Thursday	Friday	Friday until 6:00PM
Friday	Monday	Monday until 6:00PM
Saturday	Monday	Monday until 6:00PM
Sunday	Monday	Monday until 6:00PM

**IMPORTANT:** Post Sale Processing transactions will have to be entered into the On-Line System with a date of issue. The date of issue **MUST** be the date that the plate was logged out of inventory, recorded on the quick issue plate log, and placed on a vehicle. The fees and VOID/AMEND schedule will be calculated from this date, the date of issue.

**For Example:** When a plate is logged out on Monday, it must be entered on the On-Line system Tuesday (next day) and your dealership will only have until Tuesday at 6:00PM to VOID/AMEND the transaction.

## **TRANSFER INFORMATION:**

### **VEHICLE TRANSFERS:**

**Vehicle Transfer:** A vehicle transfer will be processed if the owner information remains the same. The previous valid registration must be obtained from the customer and submitted as a supporting document. A VALID INSURANCE CERTIFICATE MUST BE SUBMITTED FOR ALL VEHICLE TRANSFERS

**Vehicle Transfer at Renewal Time:** The OLRS system will process a vehicle transfer at renewal time. **If a customer registration expires within the next 60 days, the dealership MUST process the renewal with a transfer.**

**Delivery during renewal time:** When a customer has mailed their registration renewal into the Department of Motor Vehicles and the customer has not received it back and the registration is about to expire, (when a vehicle transfer is being requested), the following procedure is to be used:

1. The vehicle transfer transaction should be initiated on the On-Line System to verify that the renewal has or has not been processed.
  - A. If the renewal has been processed you may proceed with the transaction and issue an On-Line registration.
  - B. If the registration **HAS NOT BEEN PROCESSED**, the transaction must be done **MANUALLY**. A 60 Day Temporary Registration Certificate (K-326) must be

issued to the customer and an Application for Registration and Title (H-13) must be completed. Please be sure to have the customer sign all forms. Transactions not completed On-Line must be sent to the Dealer Unit with the K201 transmittal sheet and \$10.00 processing fee. **Please make sure you note on the K201 that the renewal was mailed in but has not been processed yet.**

**NOTE:** If an original registration has been issued on the On-Line System and a transfer of that registration needs to be processed, there must be a minimum of eight (8) business days between the original transaction and the transfer due to the processing of the paperwork and updating of systems for the original transaction.

### **RECORD TRANSFERS:**

**Record Transfer:** A record transfer may be processed On-Line when processing a vehicle transfer on a previous registration. A twenty dollar (\$20.00) fee will be charged for a record transfer. A record transfer fee will only be charged once per registration processed, regardless of how many changes are made to the registration. The following is a listing of the types of record transfers, which may be processed through the system:

**IMPORTANT:** A complete change of ownership may not be processed On-Line such as Lease Company to individual, father to son, etc.

### **COMBINATION VEHICLE TRANSFER:**

When a vehicle transfer is processed with Sub-Code change, the proper registration fees will be charged by the On-Line system.

A Sub-Code change on a combination vehicle transfer may be processed On-Line. The definitions of Sub-Codes are as follows:

**(03) Sub-Code: 1 Passenger style vehicle:** 2 or 4 door sedan, coupe roadster, convertible and hard top are the ONLY body styles. Gross/light weight are not required.

**(03) Sub-Code: 2 Commercial style vehicle:** includes station wagon, suburban, converted ambulance, converted hearse, jeep, mini vans, SUV, pickup with camper module. Gross/light weight required.

The following vehicles are also considered Combination Class-Code (03) Sub-Code (2): Ranger, El Camino, Chevy Blazer, GMC, Jimmy, Toyota Land Cruiser, Ford Bronco, International Scout, Dodge Ram Charger, Ford Explorer, or any vehicle similar to the above. Gross/light weight required.

**ALL IN-TRANSIT REGISTRATIONS MUST BE PROCESSED  
ON-LINE OR AT YOUR LOCAL DMV BRANCH OFFICE  
NEVER AS A MANUAL POST SALE**

**In-Transit Registration**

**Class/Code:** 34      **Sub/Code:** 8

**Fee and Expiration:**

\$21 and will expire 30 days from the Date of Issuance.

**Special Restrictions:**

In-Transit Registration is issued for a vehicle purchased in Connecticut for the sole purpose of driving the vehicle to another state to be registered and exclusively used. Not restricted to type of vehicle, but not to exceed Gross Vehicle Weight Rating of 26,000 lbs. The In-Transit Registration is limited to one per customer, per vehicle.

**Special Requirements:**

Photo copies of all ownership documents must be submitted with the On-Line document, properly assigned Certificate of Origin or Title, supplemental assignment of ownership/bill of sale, if applicable, and all other supporting documents. A photo copy of the out-of-state driver's license, front and back, must be submitted making sure the address on the driver's license and application for registration agree.

Dealership will process the In-Transit transaction On-Line as normal. The temporary In-Transit plate will draw down from the On-Line inventory. Using a red marker you will write the 30 day expiration date on the plate.

**Property Tax Delinquencies and Suspensions:**

All applicants must be clear of any Connecticut Property Tax Delinquencies, Suspensions or Insurance Compliance issues.

**Sales Tax:**

No Connecticut Sales Tax will be collected. The Sales Tax will be collected by the customer's home state at the time of Registration and Title.

**Insurance Requirements:**

A current Insurance Card is required. The Insurance Card must be in the name of the registered owner (exception: lease company: may be issued in the name of lessee). If a Connecticut Insurance Card is not submitted an out-of-state declaration page will be accepted as long as it meets the Connecticut limits (\$20,000 injury per-person; \$40,000 injury per accident; and \$10,000 in property damage) and the Insurance Company is licensed in the State of Connecticut.

## BATCHING AND SUBMISSION POLICY:

### Submission Policy:

All OLRS transactions must be submitted to the On-Line Processing Unit within five (5) Department of Motor Vehicle business days.

Department of Motor Vehicles business days are Monday through Friday.

It is recommended that the OLRS documents be mailed via overnight (FED EX, UPS, etc.) to ensure a tracking system. IF DOCUMENTS ARE NOT RECEIVED WITHIN THE FIVE (5) DMV BUSINESS DAY SUBMISSION POLICY, THE DEALERSHIP COULD BE **RESPONSIBLE FOR DUPLICATING ALL OF THE DOCUMENTS.**

Any dealership that has not submitted documentation within five (5) DMV business days is considered to be in violation of the DMV Policy and Procedures.

All OLRS documents must be submitted to:

**Department of Motor Vehicles  
Dealer Processing Unit  
Room 305  
60 State Street  
Wethersfield, CT 06161**

## BATCHING PAPERWORK:

All On-Line transactions must be batched as follows:

- Bar-coded On-Line Registration Certificate on top
- Certificate of Origin or Title should be 2<sup>nd</sup> document
- All other supporting documents should be placed after Certificate of Origin or Title

Transactions must be submitted in order of issuance.

**NOTE: Staples are not acceptable on any documentation, therefore, please use paper clips.**

**DETAIL REPORT:** When processing the report on the OLRS System enter the same date for the beginning date and ending date.

**\*DO NOT RUN MULTIPLE DAYS TRANSACTION ON A REPORT\***

1. A Transaction Detail Report is printed daily.
2. All work processed daily must be shown on this report. You must verify that all transactions listed on the Transaction Detail Report are being submitted.
3. **UNDER NO CIRCUMSTANCE SHOULD A PARTIAL DAYS WORK BE SUBMITTED.**  
**For compliance issues, submit all of the work. Hold only the left portion of the registration and marker plates if it is *not* a transfer.**

This report should be processed after all VOIDSError! Bookmark not defined. and AMENDS are made to the previous days work (AFTER 6:00PM).



## **DOCUMENTS SUBMITTED:**

The following checklist will help you to verify that the Department of Motor Vehicles requirements and procedures have been met.

### **MOST IMPORTANT: ASSIGNMENT OF OWNERSHIP MUST MATCH REGISTRATION IF ONE (1) OWNER ON ASSIGNMENT OF OWNERSHIP, ONE (1) OWNER ON REGISTRATION, IF TWO (2) OWNERS ON ASSIGNMENT OF OWNERSHIP, TWO (2) OWNERS ON REGISTRATION:**

1. Proof of Ownership
  - a. Manufacturer Certificate/Statement of Origin
  - b. "CLEAN" Connecticut Title, Out of State Title or Application for Duplicate Certificate of Title (H6-B) along with approved On-Line title inquiry report
  - c. Supplemental Assignment of Ownership (Q-1) – (when applicable)
  - d. Authorization of Payoff (H-12) – (when applicable)
  - e. CT Secure Power of Attorney for Vehicle Mileage Disclosure & Certification – (H117) – (when applicable)
  - f. Affidavit of Repossession (H-30) (when applicable)
  - g. Lien release (if applicable)
2. Owner's previous registration on a vehicle/record transfer
3. Inspection or Emissions report (if applicable)
4. Power of Attorney for lease vehicle, authorizing the dealer to sign for the registrant
5. Change of address card ( when applicable )
6. Parental Consent for A Minor-under 18 (2D) to register any motor vehicle, with or without a parent as co-owner. Special Insurance Certificate, form #R1325-C, must be submitted for a Minor registering a motorcycle, combination or commercial vehicle.
7. Current Connecticut Insurance Certificate in Registrant(s) Name, must state "ISSUED PURSUANT TO CONNECTICUT LAW".
8. Federal Odometer Disclosure: If the Federal Odometer Statement is incorporated in the Title or Certificate of Origin, it is not necessary to submit a separate odometer statement. Do not include tenths on odometer readings.
9. Proof of identification:
  - Valid CT or Out of State Drivers License
  - Valid CT or Out Of State Non-Driver Identification Card
  - US Military Registration **can not** be registered On-Line, use the MANUAL POST SALE PROCESS

## **BUSINESS/COMPANY NAMES:**

Registrations processed to a business must be either a combination or commercial plate. If it's a "car" and they want passenger plates they must submit a letter from an officer of the business stating that this vehicle will be driven by an officer of the company and it will be for personal use only

If the registration is in the name of a corporation, incorporated business, or LLC a Power of Attorney is required, unless the person signing is the officer of the company or manager/member of the LLC. The person's title must be printed after the signature, (i.e. John Doe, Vice President)

Proof of insurance in the name of the business must be presented at the time of registration and will serve as verification of business name.

## **PROPERTY TAX AND SUSPENSION**

**All transactions will be affected by:**

- A. Registration Suspension

B. Registration Privilege Suspension

C. Insurance Cancellation

D. Delinquent Property Tax

**REGISTRATION SUSPENSION, REGISTRATION PRIVILEGE SUSPENSION and INSURANCE CANCELLATION CANNOT BE PROCESSED ON-LINE**

**DELINQUENT PROPERTY TAX**

If an On-Line registration indicates there is Delinquent Property Tax owed, the permanent On-Line registration (left-side) **WILL NOT** be issued to the customer. The delinquent tax notification (**DEL TAX**) will appear on the screen and will be printed on the On-Line registration document (right hand side) under "notice".

The following transaction will be affected by a Property Tax Delinquency Search:

1. New Issue (all classes)
2. Record Transfers (if adding a name)
3. Registration Renewals

If the customer has compliance issue (delinquent tax, insurance compliance, parking violations, suspension), contact DMV at 860-263-5181, 860-263-5155, or 860-263-5153. **DO NOT** give the customer the permanent registration OR the vehicle registration plate if it is a new issue plate. Additionally, **DO NOT** issue a temporary registration.

The DMV will clear the tax issue or give information to the dealer concerning the compliance issue. A sample of a tax clearance is as follows.

TOWN OF MANCHESTER  
TOWN OF MANCHESTER-COLLECTOR  
PO BOX 191 - 41 CENTER ST  
MANCHESTER CT 06045-0191

Your name appears on a delinquent Tax List at your local Motor Vehicle Branch Office. It will be necessary to present this Proof of Payment with your renewal application before a new registration may be obtained.

**SAMPLE**

Name of Delinquent \_\_\_\_\_

Co-Name of Delinquent \_\_\_\_\_

Mail Street Address \_\_\_\_\_

Mail town and state \_\_\_\_\_

**SAMPLE**

Birthday \_\_\_\_\_

2011

Date Paid \_\_\_\_\_ Year Paid \_\_\_\_\_

Expiration Date \_\_\_\_\_

Has paid their Motor Vehicle Property Tax. Town Tax No. 077

*Natacha Wain*  
TOWN OF MANCHESTER

MANCHESTER  
MOTOR VEHICLE  
TAX PAID  
77

**PLEASE NOTE; it MUST be a tax clearance, NOT a copy of a tax bill or a tax receipt in order for DMV to clear taxes.**

For those customers that have a compliance issue; the dealer must hold new issue plates and registration for 14 days. If the issue has not been resolved after 14 days send the plates and registration to the Dealer Processing Unit.

You must still submit the entire batch of work to DMV within 5 business days. Hold ONLY the left hand side of the registration and the registration plate (for a new transaction).

Your dealership will be responsible for sending the following documents to the Processing Unit:

- The ENTIRE On-Line registration document (must be signed by registrant(s))
- All other supporting documents (C/O, title, odometer statement, etc.)
- The transaction is to be submitted with the days work on your Transaction Detail Report that is printed daily and submitted to DMV within the five (5) business day requirement.
- The dealer must hold new issue plates and registration for 14 days. If the issue has not been resolved after 14 days send the plates and registration to the Dealer Processing Unit.

**Under no circumstance shall the customer be issued the permanent registration document.**

**IMPORTANT:** If customer has already left your dealership due to a POST SALE process, do not call the customer back to the dealership to retrieve the marker plate(s). Do not send the registration to the customer. The ENTIRE On-Line registration and documents must be sent into the Department for processing.

## **COURTESY DELIVERY:**

Courtesy deliveries for an out of state dealer may be processed On-Line. The selling dealers' name, address and license number must be provided to your vendor before processing. Your vendor will install the selling dealer name into your dealerships terminal. When processing the courtesy delivery it will be necessary for the processor to choose the correct selling dealers name.

When processing a Courtesy Delivery the only place your Dealer information will appear is on the K326 Temporary Registration.

## **AMEND FUNCTION:**

**Definition:** The amend function has been designed to enable your dealership to make changes on an OLRs registration, within an allotted time frame. (See Void/Amend). **IMPORTANT:** If the amend time frame has expired and the transaction cannot be amended, attach an H13 application **indicating the correction that must be made** to the On-Line document **prior to submission**.

**How the amend works:** Each On-Line transaction is assigned a transaction number, utilizing this same transaction number and new information the amend function will allow the dealer to apply the amend/modification to a committed electronic transaction (permanent registration). This will be allowed on the same day and until 6:00PM the following business day, depending on

the date of issuance. When the amend is processed a new OLRS registration certificate **MUST** be printed. The amend period is calculated from the issuance date.

**The following fields will change the registration fees on an amend if changed:** adding/deleting owner name, adding/deleting lien, changing gross vehicle weight on a passenger plate on a pick-up, combination/commercial registration, or adding/deleting inspection fees.

**Any change in registration classification or vehicle identification number (VIN) will be a void, not an amend.**

**NOTE:** Under no circumstance should the amend function be used to process a reprint. The amend function is only to be utilized to process corrections on previously processed On-Line registrations.

## **PROCESSING THE AMEND:**

### **AMEND PROCESSED ON-LINE WHILE CUSTOMER IS PRESENT**

1. Depending on your vendor, a registration is recalled by entering the Class Code, marker number and last six-digits of the VIN or from the Title and Registration List. Amends will be made to the On-Line registration, fees will be re-calculated (if necessary) and a corrected registration will be printed.
2. The dealer will be required to obtain the customer signature on the modified OLRS registration certificate.
3. The following documents are to be given to the customer:
  - a. The amended OLRS registration certificate (left portion)
  - b. The permanent marker plate assigned by the system (NEW ISSUE ONLY)
4. The following documents are to be sent to the On-Line Processing Unit:
  - a. The **entire incorrect** OLRS registration certificate, with amend written across it.
  - b. The right (bar-coded) portion of the **amended** OLRS registration
  - c. All other supporting documents (i.e., title, insurance documents, odometer statements, etc.)

### **CUSTOMER IS PRESENT, AMEND NEEDS TO BE MADE, AND THE OLRS SYSTEM IS NOT ACCESSIBLE (within 6:00pm time frame)**

**IMPORTANT:** This procedure is only to be utilized if the system is Off-Line within the amend time frame. If the time frame has expired you **may** process the amend manually.

If your dealership is unable to process the amend On-Line while the customer is present, the following procedures must be followed:

1. Have the customer sign an Application for Registration (H-13) with the correct changes. It is necessary to complete the H-13 in full including the marker number, registration type and expiration date. **The dealer must note what correction was made on the H-13 by writing in the empty box on the bottom of the H-13.**

2. After the corrections are made on the H-13 the customer must sign the corrected Application for Registration (H-13) and the original OLRs registration certificate.
3. Complete a Temporary On-Line Form (K-326). This will be given to the customer until the amend is processed at DMV.
4. The following documents are to be given to the customer:
  - a. Temporary On-Line Form (K-326) for both New issues and Transfers
  - b. The permanent marker plate assigned by the system (NEW ISSUE ONLY)

**IMPORTANT:** This procedure may only be used if the On-Line system is unavailable. Do not submit an H-13 if the On-Line system is available.

**AFTER DELIVERY AMEND NOW READY TO PROCESS ON-LINE (within the 6:00PM time frame)**

1. Depending on your vendor a registration is recalled by entering the Cass Code, marker number and last six-digits of the VIN or from the Title and Registration List. The amend will be made On-Line, fees will be re-calculated (when necessary) and an amended registration certificate must be printed.
2. The amended registration must then be separated and the left portion (customer copy) sent to the customer. It will not be necessary to obtain the customer signature on the DMV (right bar-coded) portion of the OLRs registration certificate, as this has already been done on the manual H-13.
3. The following paperwork is to be sent to the On-Line Processing Unit:
  - a. The entire original incorrect registration certificate with amend written across it.
  - b. Application for Registration H-13.
  - c. The amended registration certificate (right bar-coded) portion
  - d. The DMV portion of the Temporary On-Line Form (K-326)
  - e. All other supporting documents (i.e., title, insurance documents, etc.)

**NOTE:** If a registration needs to be amended after the transaction has been submitted to the On-Line Processing Unit, **Any changes needed, will have to be done at the local branch office and will be considered a NEW TRANSACTION.**

**VOID FUNCTION:**

If an On-Line Registration Certificate is issued and the customer does NOT take delivery of the vehicle, the dealership will have the ability to void the registration certificate.

**Under no circumstance is this function to be used if the vehicle has been plated and has left the dealership lot.** (Per Connecticut General Statute 14-12). Any vehicle which has left the lot with permanent hard marker plates must have the registration transaction completed.

The void transaction will:

- A. Delete the original transaction
- B. Registration fees will be refunded into the dealerships account

### C. Marker plate returned to inventory

Depending on the date of issue, the voided transaction will be allowed on the same day until 6:00PM or the next business day until 6:00PM. The voids will be counted and logged on the detail transaction report. The void period is calculated from the issuance date.

If a VOID is not processed, the registration will be accepted as a permanent record by the DMV files. As a reminder there are NO WITHDRAWALS or REFUNDS on the On-Line System, once the VOID/AMEND window has expired. Depending on which option (Immediate, Preprocessing or Post Sale Processing) your dealership utilizes, will depend on when your dealership may VOID a transaction. Please pay close attention to the VOID/AMEND schedules.

The following procedures must be followed when processing a VOID:

1. Submit the original **complete** On-Line registration certificate with VOID written on it with that days work to the On-Line Processing Unit within the five-day period.

**NOTE:** The dealership will be held accountable for all voids. Failure to submit a voided On-Line registration certificate is a violation and will be dealt with administratively.

**WITHDRAWALS:** See additional information on Withdrawals page 32.

## SYSTEM OFF-LINE:

### PROCEDURES TO FOLLOW IF SYSTEM IS OFF-LINE

Occasionally, there may be a time when your vendor or DMV System may go Off-Line (i.e., power outages, down wire, such as phones lines). In these cases the Department will be notified immediately by the vendor if either system goes down.

Please use the following procedures in these cases:

#### **AMEND needs to be made (must be during the scheduled time frame):**

1. Complete in its entirety a manual Application for Registration (H-13) with all changes (including customer signature)
2. Issue the customer a Temporary On-Line Registration (K-326) and the permanent marker plate which was assigned by the system
3. The following paperwork will be sent to the On-Line Unit:
  - a. Entire On-Line Certificate
  - b. DMV portion of Temporary On-Line Registration (K-326)
  - c. The completed Application for Registration (H-13)
  - d. All supporting documents (i.e., C/O, title, odometers, etc.)

**NOTE:** YOU MUST NOTE ON THE BOTTOM OF THE H-13 WHAT CHANGES ARE TO BE MADE FROM THE ON-LINE CERTIFICATE.

#### **VOID needed to be made (must be during the scheduled time frame):**

1. Contact your vendor and inform them that VOID needs to be performed
2. Verify with your vendor that the plate is reassigned back into your inventory.

3. The dealership must send the entire voided electronic On-Line registration certificate to the On-Line Processing Unit with that days' work.

## **REPRINTS:**

If a transaction has been accepted by the OLRS system and a document was not printed, (**printer malfunction**), it is the dealerships responsibility to process a **REPRINT**. Depending on the vendor your dealership has selected this is done by selecting "Reprint" or "Certificate Print" from the system.

**Do not go back into the system and re-register the vehicle.**

A reprint may be processed until 6:00PM the next business day.

## **DOCUMENT NOT PRINTED:**

If a reprint is unable to be processed the following procedure must be completed:

1. Confirm with the vendor that your transaction was processed.
2. Process a manual Application for Registration (H-13), this form must be completed in its entirety. Please be sure that the customer has signed the H-13.
3. Record the permanent marker number issued by the On-Line System in the "Marker No." box on the H-13 for New Issues or the marker number being Transferred for a Transfer.
4. Record the Registration Expiration Date of the registration in the Expiration Date Box of the H-13.
5. Issue the customer a Temporary Registration On-Line Registration (K-326) along with the marker plate (New Issue only) which was issued from the On-Line System. For Transfer affix the plate being transferred to the new vehicle.
6. Submit the Application for Registration (H-13), the DMV copy of the K-326 to the On-Line Processing Unit with all other supporting documents.
7. This transaction must accompany the Transaction Detail Report for that days work.

## Chapter 4 TITLE INFORMATION

### MISCELLANEOUS INFORMATION REGARDING TITLE PROCEDURES:

- The Certificate of Origin or Title must be signed over properly. All subsequent assignments must accompany the Title and registration certificate. Title documents must show a chain of ownership.
- An Out of State Title must be accompanied by a VIN verification/emissions report (original).
- Be sure your employees verify that the VIN number matches on both the Certificate of Origin/Title and the vehicle to avoid registering the incorrect vehicle or sending the incorrect documents into the DMV.

### LEINHOLDER:

- The Lien Holder listed on the reverse side of the Certificate of Origin or Title must be the same Lien Holder entered into the OLRS.
- A Lien Release will be required, if the Certificate of Origin has the incorrect information, from the Lien Holder listed on the certificate.

### WITHDRAWALS:

SPECIAL ON-LINE PROCESS FOR VEHICLES THAT HAVE BEEN REGISTERED ON-LINE AND DELIVERY HAS NOT BEEN TAKEN **(VOID WINDOW HAS EXPIRED AND VEHICLE HAS NOT LEFT LOT)**

1. The registration record will be processed.
2. A Statement of Withdrawal for a Connecticut Motor Vehicle Title (form H-71) must be completed by the Dealer, Registrant(s) and Lien Holder (if applicable) and attached to the completed On-Line Registration Certificate (both left and right bar coded portion)
3. All original ownership documents **MUST** be submitted with the transaction.
4. **If a New Transaction:** Marker plate must be sent with transaction for cancellation.
5. **If Transfer Transaction:** Submit a copy of the customers' new registration showing the plate has been transferred to a different vehicle. The transfer must be processed at a local branch office by completing an H-13 and submitting a \$21.00 transfer fee back to the trade-in. If plates are going on a different vehicle all fees are applicable. This is for verification of what has been done with the plate assigned to the vehicle being withdrawn.
6. The entire day's batch, including the withdrawn transaction, **MUST** be sent to the On-Line Processing Unit, within the **five (5) DMV business day requirements**.
7. **UNDER NO CIRCUMSTANCE SHALL THE VEHICLE BE RE-REGISTERED WHILE THE WITHDRAWAL IS PENDING.**

### TITLE SUSPENSE:

Dealer response to a Department of Motor Vehicles Title Division Suspense Case Letter for documents is due within 15 calendar days. Any OLRS dealership that fails to provide the requested materials within 15 the days', will be removed from OLRS access until the proper documents are received by the Title division.



## **TITLE INQUIRY:**

The On-Line Registration System will also provide your dealership with access to Connecticut titled vehicle information. By providing the vehicle identification number and the first four characters of the titled owners' last name your dealership can access the DMV title files. This inquiry will produce a report which will list the following information in regards to the vehicle: title number, year, make, odometer, titling date, number of owners, name of owners, number of lien holders, name and address of lien holder and whether the vehicle has any type of LEGEND attached to it.

## **USES OF TITLE INQUIRY REPORTS:**

**The title inquiry reports may be utilized in the following manner:**

- To obtain information regarding a vehicle which is being traded-in to your dealership (i.e., to determine if vehicle is salvaged, obtain lien holder information, etc.)
- Used in conjunction with an Application for Duplicate Title (H6-B) to transfer ownership of the vehicle On-Line.

## **UTILIZING THE TITLE INQUIRY REPORT WITH APPLICATION FOR DUPLICATE TITLE (H6-B):**

The Title Inquiry Report may be used in conjunction with the Application for Duplicate Title (H-6B) when a vehicle is being traded into your dealership and the titled owner does not have the Title. If the inquiry retrieves a title record on the Connecticut Department of Motor Vehicle files your dealership may utilize the printed copy of this Title Inquiry Report and a completed Application for Duplicate Title (H6-B) to process an ownership transfer in the absence of Title. This report can only be used for On-Line transactions. If you need to receive a Duplicate Title manually, do not use this report.

**When a vehicle is being taken in for a Trade-In, the following procedures must be followed:**

1. Inquire by the full VIN and the first four letters of the last name.  
**NOTE:** When a Title Inquiry Report is utilized and a Lien Holder appears, it will be necessary to submit a Lien Release from the Lien Holder listed. A faxed copy of a Lien Release will be accepted.
  2. Print the Title Inquiry Report, note any legends that may be listed (i.e., lien holder, salvaged, etc.).
  3. Have Titled owner complete an Application for Duplicate Title (H6-B). In section-1 the Application for Duplicate Title (H6-B) must be marked for "Ownership Transfer", Title Number, Vehicle ID Number, Make, Year, Owner(s), and Lien-Holder (if any). Section-2 transfer ownership to your dealership and section-3 must be notarized.
  4. Attach the Title Inquiry Report to a completed Application for Duplicate Title (H6-B).
- When the Title Inquiry Report and completed Application for Duplicate Title (H6-B) are completed, your dealership may now sell and register the vehicle On-Line. (If applicable the CT Secure Power of Attorney for Vehicle Mileage Disclosure, H-117 and Authorization for Pay-Off, H-12, must accompany the documents.)

**The following procedure must be followed when the vehicle is sold:**

1. Complete Supplemental Assignment of Ownership (Q-1) from dealership (seller) to the new buyer.
2. This vehicle may be registered On-Line, **except** in the cases when the title has been branded with a legend such as SALVAGED, FLOOD, GLIDER KIT, etc.-any such branded title cannot be processed on this program.
3. The following documents must be submitted to the On-Line Processing Unit:
  - a. DMV portion of the electronic registration certificate (right bar coded portion)
  - b. On-Line Title Inquiry Report
  - c. Application for Duplicate Title (H6-B)
  - d. Supplemental Assignment of Ownership (Q-1)
  - e. All other supporting documents, including lien releases

**MISCELLANEOUS INFORMATION ON THE TITLE INQUIRY REPORT:**

Unfortunately, not all the Department of Motor Vehicle title files are complete at this time. Most of the older title files, which are numbered under twenty million, may not have all the necessary information to register the vehicle On-Line. Especially, in the case of a second owner, conjunctions (and/or) will **NOT** appear, which will make it difficult to determine who is authorized to sign the title documents. In these cases you should contact the Department of Motor Vehicles at 1-800-842-8222 or (860)263-5700. Please be sure to have the VIN number or the title number you obtained from the Title Inquire ready for the operator. The operator will authorize whether or not the Application for Duplicate Title (H6-B) and title inquiry report can be utilized. If authorized please be sure to record the operators' name and time the call was placed on the Application for Duplicate Title (H6-B) in the upper right hand corner.

Titles, which are numbered less than twenty million, will not list lien holders and you must contact the DMV to obtain the proper lien holder.

If a title inquiry comes back a "NO HIT" and the vehicle owner states it is a Connecticut titled vehicle, you should contact the Department of Motor Vehicles at 1-800-842-8222 or (860)263-5700.

**OBTAINING A DUPLICATE TITLE OVER THE COUNTER BY A CONNECTICUT LICENSED DEALER:**

All licensed dealers are authorized to obtain a duplicate title over the counter at your local branch office. Listed below are the correct procedures to follow:

1. Only an automated (must indicate a title number of 20 million or above) title system record duplicate title can be issued over the counter to a Connecticut licensed dealer.
2. Only the owner, lien holder, or Connecticut licensed dealer identified in Section Two of the application will be permitted to pick up the duplicate title.
3. The Connecticut Dealer must present the following when applying for a duplicate title over the counter:
  - a. Application for Duplicate Title (H6-B)

- b. An invoice indicating that the dealership either took the vehicle in trade or purchased it from the title owner
- c. Dealer Supplemental ID Card
- d. Lien release (if applicable, if there is a lien on the vehicle a release of lien must accompany the application for the duplicate)
- e. \$25.00 Fee

**NOTE:** The Application for Duplicate Title (H6-B) must be completed in detail. This includes the odometer disclosure section of the H6-B form as well as all applicable signatures, notarized and printed names. The reason the duplicate title is being applied for must also be indicated (ownership transfer, lost, stolen, mutilated, destroyed).

- 4. Duplicate titles that are branded SALVAGED or FLOOD will only be given to the titled owner.

### **AUTHORIZATION FOR PAYOFF (H-12):**

If your dealership takes a vehicle in trade and it is a Connecticut titled vehicle and you are unable to obtain the title from the lien holder, an Authorization for Pay-Off (H-12) may be used in lieu of the title. Section 5 of the Authorization for Pay-off must be completed and a release of lien must be submitted with the transaction.

### **CT Secure Power of Attorney for Vehicle Mileage Disclosure & Certification (H-117):**

The CT Secure Power of Attorney for Vehicle Mileage Disclosure & Certification (H-117) is utilized to meet the Federal Requirements for odometer disclosure when the title is in the possession of a lien holder.

## **FOR INFORMATION ONLY, LEGENDED TITLED CANNOT BE PROCESSED ON-LINE**

**Legends:** Are used when a title is branded based on previous title history. Below are the different types of legends and their definition, which may appear on a title inquiry.

### **LIST OF LEGENDS**

- A. **REBUILT:** This vehicle has gone through a salvage inspection after the vehicle has been declared a total loss and the title has been stamped salvage by an insurance company.
- B. **THIS IS A DUPLICATE TITLE AND MAY BE SUBJECT TO THE RIGHTS OF A PERSON UNDER THE ORIGINAL CERTIFICATE:** The customer has lost the original title and has been issued a duplicate title.
- C. **THIS VEHICLE MAY BE SUBJECT TO UNDISCLOSED LIEN:** This legend is recorded when the vehicle was either last registered in a state that does not title that model year vehicle or a state in which the title is not the exclusive means of recording a lien on a motor vehicle.
- D. **INSPECTION REQUIRED TO REGISTER:** Vehicle was titled without going through a required inspection. Applicant must have prior approval from the Title Section.

- F. **TITLE ONLY:** Issued for the purposes of recording liens on existing title.
- G. **BOND POSTED UNDER SECTION 14-176 C.G.S.:** Customer did not have necessary documents for proof of ownership and a surety bond was required to protect the State of Connecticut against any ownership claims.
- H. **GLIDER KIT:** The vehicle was constructed from kit.
- I. **TRUE MILEAGE UNKNOWN:** Mileage was not submitted at time title was applied for. This may also indicate some discrepancy in the odometer reading.
- J. **MANUFACTURERS BUYBACK:** Vehicle was returned to manufacturer by previous owner.
- K. **FLOOD:** Vehicle has sustained flood damage and has been declared a loss by an insurance company
- L. **ODOMETER EXCEEDS MECHANICAL LIMITS:** The odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer started at zero again).
- M. **WARNING ODOMETER DISCREPANCY:** The odometer does not reflect the actual mileage.

## **Chapter 5 LEASE VEHICLES**

### **LEASE VEHICLE INFORMATION:**

A lease vehicle which is being registered On-Line must match the standardized leasing company name and address EXACTLY.

### **REQUIREMENTS TO REGISTER A LEASE VEHICLE**

#### **1. FINANCIAL RESPONSIBILITY CERTIFICATE INSURANCE:**

Registrations may be processed On-Line for a Leasing Company which has a Blanket, Partial Blanket or Specific Insurance Certificate on file at the Department of Motor Vehicles. The On-Line System will automatically check whether a leasing company has an active lease license and insurance. Failure to register lease vehicles properly is a violation of the Dealer On-Line program.

#### **2. INSURANCE REQUIREMENTS:**

When processing a transaction for a long-term lease, the lessee's insurance information must be entered electronically. If the transaction is for a daily rental vehicle, the rental company may provide the blanket insurance policy number, which is on file with the Department of Motor Vehicles.

### **VEHICLE TRANSFERS ON LEASE COMPANIES**

When transferring a registration for a vehicle On-Line to a lease company it is imperative that the lease company name and address match the DMV lease files EXACTLY. At times a previous lease registration which is going to be transferred may not match the DMV files EXACTLY, which will cause the system to deny the registration. The On-Line registration system will allow your dealership to make the changes to the standardized name to match the DMV lease files in order to allow the vehicle registration to be transferred On-Line. If you are unsure of the correct lease company name and address, please contact the Leasing Unit at (860) 263-5056 or the Dealer Processing Unit at (860) 263-5155.

**Power of Attorney:** Section 3-94h and Section 4-12 of the Connecticut General Statutes require that a notary public not notarize a blank document, but rather notarization shall not occur until the document is fully completed. When a notary's signature is required, it must always be the original signature of the notary, exactly as the name appears on the notary's Certificate of Appointment. The notary cannot use a stamp signature, and no other person can sign on behalf of the notary.

## Chapter 6 INSPECTION AND EMISSIONS

### VEHICLE INSPECTION:

#### PERFORMING THE VIN VERIFICATION (BY DEALER)

On-Line Dealers may perform VIN Verifications, on their own inventory, once their dealership is approved as an On-Line Dealer and their Clock is activated.

**VIN Verifications may only be performed on the following types of vehicles:  
(pending title that is not branded)**

**Twenty-five years and older vehicles**

**Out of state vehicles**

#### Procedure

The dealer technician must locate two (2) good VIN numbers and indicate on the K-190 where the locations are.

Dealer must indicate whether manufacturer vehicle identification number on the vehicle corresponds to a manufacturer Certificate of Origin or Certificate of Title.

Dealer must indicate the Manufacturer or Title State and Title or Certificate number.

The technician responsible for verifying the VIN must also sign the K-190.

**IMPORTANT:** The VIN Verification is an essential part of the anti-theft provision of State Statute. The responsibility of verification is not to be taken lightly. It is essential that personnel who perform this function be made aware of their responsibilities in providing accurate information to the state. Only the **individual actually performing** the VIN Verification is **authorized to sign** the K190.

#### OUT OF STATE VEHICLE REQUIREMENTS OUT OF STATE:

**IMPORTANT-PLEASE NOTE: A VIN Verification for all Out of State vehicles must be performed prior to sale of a vehicle and issuance of On-Line registration.**

An Out of State vehicle may be registered on the On-Line System when the following criteria are met:

1. A "CLEAN" title (Connecticut or Out-of-State) along with any supplemental assignments of ownership, upon which all liens have been satisfied.
2. One of the following VIN verification forms for Out of State vehicles must accompany the registration:
  - a. K-190
  - b. Emissions report.

**VEHICLES TO BE SAFETY INSPECTED/VIN VERIFIED AT DMV DESIGNATED BRANCH OFFICES:**

- All salvage/rebuilt/reconstructed vehicles
- All vehicles with abandoned vehicle paperwork
- All commercial vehicles over 18,000lbs. GVWR
- All composite, modified antique, and street rod vehicles
- Wreckers will be inspected by the Commercial Vehicle Safety Division
- Vehicles with VIN problems
- All vehicle requiring an assigned VIN
- All taxi, livery, service bus and other specialty type vehicle inspection
- Any 5<sup>th</sup> wheel style camper, camp trailer or commercial trailer over 18,000lbs. GVWR by the Commercial Vehicle Safety Division.
- Courtesy vehicle inspections
- Grey market vehicles

**NOTE: THE ABOVE VEHICLES CANNOT BE REGISTERED ON-LINE**

## **CONTACTS FOR INSPECTION:**

**Commercial Vehicle Safety Division:** Commercial vehicle and trailer inspections over 18,000 lbs. GVWR will be conducted by appointment through the Commercial Vehicle Safety Division. Information regarding the process may be obtained by calling (860) 263-5446. All commercial vehicles and trailers over 18,000 lbs. GVWR will be inspected to North American Standards.

### **Wrecker Inspections:**

Are conducted by Commercial Vehicle Safety Division, 8am – 3pm at Wethersfield and Enfield.

### **Emissions Inspection:**

All dealerships on the On-Line program must ensure that vehicles sold from their inventory and registered in the State of Connecticut have valid emissions for a minimum of 60 days after the date of sale.

An emissions vehicle inspection report (VIR) may also be used as a Vin Verification as long as the report is signed at the bottom on both designated lines.

### **Emissions Exemption:**

On July 1, 2002 the DMV implemented a statutory provision that exempts any vehicle four or less model years of age from the periodic emission inspection requirement. Therefore, a vehicle's emissions compliance date is established by adding four years to the model year of the vehicle and pairing this with month and day that it is registered. The fee for this exemption is \$40.00.

### **The exemption applies to the following types of vehicles:**

- All motor vehicles whose model years are four years old and newer will be EXEMPT from emissions inspection requirements for up to four years based on the Model Year of the vehicle. For example, a Model Year 2011 would be exempt until 2015, Model Year 2010 would be exempt until 2014, Model Year 2009 would be exempt until 2013 etc.
- Any qualified NEW vehicle (manufacturer's certificate of origin) applying for registration and title in Connecticut will receive an emissions exemption according to the vehicle's Model

Year and date of registration. The \$40.00 exemption fee is included in the Connecticut registration fees.

- Any qualified USED vehicle with an OUT-OF-STATE Title applying for registration in Connecticut will receive a four (4) year emissions exemption, calculated by adding four (4) years to the MODEL YEAR (to establish the year of emissions expiration) and then utilizing the date of registration to establish the month/day of the emissions expiration. A fee of \$40.00 is payable to the State of Connecticut upon registration.



## **Chapter 7 ENFORCEMENT**

### **VIOLATIONS/ENFORCEMENT:**

#### **POLICY OF VIOLATIONS**

**The major violations on the OLRS System are:**

1. Submission of documents over the five (5) DMV business day statutory requirement
2. Shortage and/or overage of documents and missing registration certificates.
3. Improper Title assignments or documents
4. Emissions/Inspection reports omitted or inspection fees not paid
5. Missing/misuse of DMV Inventory (Marker plates, In-Transit Plates) – Fine assessed
6. Failure to maintain and quick issue log
7. Plating of vehicles prior to registration

#### **ENFORCEMENT NOTICES & ACTION IF POLICIES ARE VIOLATED**

1. The On-Line Processing Unit-OLRS will call the dealership to rectify the problem, and notify the DMV Enforcement Unit. The DMV Enforcement Unit will investigate.
2. The On-Line Processing Unit-OLRS will call the dealership to rectify the problem, and notify the DMV Enforcement Unit. The DMV Enforcement Unit will investigate and issue a written warning. Attendance at a DMV training class will be mandatory.
3. The On-Line Processing Unit-OLRS will notify both the dealership and the On-Line vendor that the dealer is in violation and will be removed from the On-Line Registration System.
4. If dealership is denied access to the system for bond cancellation call the Dealers and Repairers Unit at 860-263-5056.
5. Series violations (ex. unaccounted for plate, misused plates) will result in immediate action by the DMV.

#### **MONITORING:**

The Department of Motor Vehicles may make unannounced, unscheduled visits for educational and/or monitoring purposes at any location which maintains Department of Motor Vehicles materials or records pertaining to the registrations.

Upon review of the licensed facility the Department of Motor Vehicles may suspend OLRS privileges if procedures are not adhered to as specified.

## **Chapter 8 MISCELLANEOUS INFORMATION**

### **MULTIPLE TRADE-INS:**

If more than one (1) registered vehicle is traded-in on a vehicle, the following procedure should be adhered to:

Up to three trade-in vehicles may be entered on the On-Line System. However, only one (1) of the vehicles will appear on the electronic registration. The one vehicle which appears on the electronic system should be the vehicle from which the marker plate will be transferred. It must be kept in mind that none of the registrations for the other vehicles will be canceled except the registration being transferred.

If the remaining registration/s must be canceled, the marker plate/s are to be turned into a local Motor Vehicle Branch and a cancellation should be requested by the customer. These additional registration/s cannot be canceled on the On Line Registration System.

**DEPARTMENT OF REVENUE SERVICE  
25 SIGOURNEY STREET  
HARTFORD, CT 06106  
PHONE: 1-800-382-9463 (IN STATE)  
PHONE: 860-297-4753**

### **SALES TAX/CAR DEALERS:**

When a new vehicle (Certificate of Origin only) or used car is sold by a car dealer the car dealer must:

1. Have a sales tax permit issued by Department of Revenue Services
2. Be licensed with the Department Motor Vehicles
3. New Car Dealers must be franchised to sell that car.
4. When sales tax is collected by the dealer; the dealer is responsible for reporting this to the Department of Revenue Services.

### **VEHICLE BEING REGISTERED TO CAR DEALER:**

If a car dealer is registering a vehicle to themselves the 6.35% tax will be collected at DMV based on the average retail value.

### **CHARITABLE & RELIGIOUS ORGANIZATIONS AND CLERGY:**

Please contact the Department of Revenue Services regarding the above subject for the proper procedures.

### **FEDERAL, STATE, LOCAL MUNICIPALITIES & POLITICAL SUBDIVISIONS:**

Connecticut General Statutes provides for an exemption on all purchases of tangible personal property by Federal, State or any Political Subdivision.

There are no additional requirements, other than to confirm the identity of the transferee. This exemption qualifies on name only.

#### **MILITARY PERSONNEL:**

##### **Nonresident Military Personnel which are stationed in Connecticut:**

Connecticut General Statutes provide for a reduced rate of 4.5% sales tax of the gross receipt when purchased as a retail sale of any motor vehicle to any person who is a member of the armed forces of the United States and is on full-time active duty in Connecticut, but whose permanent residence is in another state. All registration and title fees DO apply.

**Sales and Use Tax Reduction for [Nonresident Military Personnel](#)** -Members of the United States armed forces on full-time active duty in Connecticut who are **residents of another state** may purchase motor vehicles from a licensed Connecticut dealer at a reduced sales tax rate of 4.5%. Purchases can also be made jointly with a spouse. Department of Revenue Services ([DRS](#)) form [CERT-135](#) must be completed and submitted to the Connecticut dealer with other required documentation as mentioned on the [CERT-135](#) form.

If the military member purchases a vehicle from an out-of-state dealer the [CERT-135](#) form and other required documents must be submitted to the DMV at the time of registration.

**NOTE:** The reduction in the sales tax is not applicable to personnel who are called to active duty for a portion of a year, such as National Guardsmen or Reservists.

An exemption is provided for certain Connecticut military personnel. The military personnel must be stationed outside the State of Connecticut when registering the vehicle at DMV.

Two statements are required:

- a) A statement from military personnel's commanding officer, giving present location and the anticipated date of discharge is not for at least six months, and
  - b) A statement from the military personnel stating that the vehicle is not intended to be used in Connecticut unless on authorized leave.
  - c) Military personal are exempt from New Issue Plate fees, Clean Air Act fees and Safety Plate fees. If transfer, military personnel pay full fees.
- \*\*\* A vehicle purchased in Connecticut by a Military Member whose home of record is Connecticut is taxable at a rate of 6.35% of the purchase price.

#### **MILITARY REGISTRATIONS MUST BE PROCESSED AS MANUAL POST SALES**

#### **SALES TAX INFORMATION:**

- 1. Leasing or Rental requires a Connecticut Sales Tax Permit Number issued by Department of Revenue Services.
- 2. Non-Resident Service Personnel (including Military Academy and Coast Guard Cadets), taxable at 4.5%.

### **SALES TAX INCREASES**

#### **EFFECTIVE JULY 1, 2011:**

The Connecticut State Sales and Use tax increases to 6.35%.

The rental of passenger motor vehicles for 30 days or less is subject to a 9.35% sales tax.

The sales of motor vehicles with a sales price exceeding fifty thousand dollars (\$50,000) are subject to a sales tax rate of 7% ("Luxury Tax").

**\*\*Qualifying sales to Military Personnel will remain taxable at 4.5% regardless of the sales price. \*\***

**NEW TAXABLE SERVICES: EFFECTIVE JULY 1, 2011, sales of the following services are taxable:**

- Motor vehicle storage services
- Motor vehicle towing and road services

**For Further Information:** Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (Ct. calls outside the Greater Hartford calling area only); **or**
- **860-297-5962** (from anywhere)

**Forms and Publications:** Visit the DRS website at **[www.ct.gov/DRS](http://www.ct.gov/DRS)**

**CHANGE OF NAME BY MARRIAGE/DIVORCE:**

**Whenever a legal change of name occur, the customer must first go to DMV and change their drivers' license to read their new legal name before a registration and title can be processed On-Line in the new name.**

A change of name by marriage or divorce cannot be processed On-Line. Name and date of birth on the Application for Registration and Certificate of Title must be the same as on the identification document presented.

**APPLICANT ADDRESS:**

A Post Office Box is acceptable as a MAILING address only. The Connecticut resident address, tax town, and the "Town in Connecticut where Vehicle will be garaged for longest period during coming year" **must** be listed. An incorrect tax town will result in the vehicle being taxed in the wrong town. Please be sure to inquire as to where the vehicle is "garaged overnight", this should be the tax town entered On-Line.

**NOTE:** When registering a vehicle with a PO Box, please enter BOX not PO Box on the mailing address line.

The OLRS will allow modifications to the owner's address and related fields on a transfer transaction.

**REFUND POLICY:**

Refunds will not be processed for any On-Line Registration System issues.

**REGISTRATION TO A MINOR:**

A licensed dealer may issue a registration to minor if a 2-D Form (Certificate of Parental Consent) is properly executed and accompanies the paperwork submitted to this department. A "Special Financial Responsibility Insurance Certificate", form R1325-C, must be filed by, the Insurance Company, with the Department of Motor Vehicles before registering motorcycle, commercial and combination vehicles. Contact the DMV Insurance-Public Service Department at (860)—263-5152 for verification.

**IMPORTANT:** Issuance of a registration to a minor without a Form 2-D will be addressed administratively.

## CONNECTICUT INSURANCE CARD (C.G.S.14-12b):

Connecticut law requires all registered owners to maintain Liability Insurance for their vehicles. Insurance must be maintained at all times when there is an active registration on a vehicle.

Registrants are required to submit a **NEW Connecticut Insurance Identification Card** upon registration for **both New Issue and Transfer Registrations**.

The following must appear on the Connecticut Insurance Identification Card:

- A. Issued Pursuant to Connecticut Law
- B. Applicants Name: Husband & Wife: Insurance Card can be in one name only  
Leasing company: Insurance Card may be in Lease Company name or lessee name  
Parent & Child: Insurance Card can be in one name only
- C. New vehicle being registered, complete vehicle information, **New Issue** or **Transfer Registration**
- D. Policy number
- E. Effective date must be the **same or before** the issue date of the **New Issue** or **Transfer Registration**.
- F. Name of Insurance Company
- G. Insurance Cards/Civil Union: An insurance card in one name only is acceptable for a person who has been joined in Civil Union. Documentation must be submitted that a Civil Union was performed.

**A Temporary Insurance Card:** Valid for 60 days from the effective date

**A Permanent Insurance Card:** Valid for one (1) year from the effective date.

## CORRECTION AFTER TITLE ISSUANCE

Error Corrections after title issuance are processed differently than error corrections processed prior to title issuance. After title issuance all errors are required to be processed as ownership transfers. **These transactions are not dealer transactions** (dealer section is not to be completed on the H-13) the dealer is only acting as the agent for these transactions. Example of common errors: Loan agreements not matching the current registration and title, the lease company's name isn't the name the lease company wanted i.e. Nissan Infiniti LT vs. NILT Inc., the customer wanted to add or drop a name on the new vehicle. **These errors cannot be corrected by going back to the original application; once it has been completed and processed a new registration and title have to be applied for.** The documents needed to process these transactions are as follows:

- Application form **H-13** must be completed in full. (see attached)
  - **Odometer Reading:** must be the current mileage
  - **Seller:** must be the name listed on the current title
  - **Dealer section:** must not be completed
  - **New or Used:** must be "used"\*\*\*
- Outstanding certificate of title properly assigned from seller (the name that appears on the front of the title) to buyer (how the vehicle should be registered and titles.)
- A letter of Lien Release for Lien correction (if applicable)
- A **current** Connecticut Insurance Card in the name of the applicants(s).

- Photocopies of the current applicant's driver's license.
- The proper fees for a record transfer, title, and lien fees (if applicable.)
- A power of attorney is needed if the lien holder or dealer is signing paperwork for applicant, accompanied by that person's photo ID.
- A photocopy of the current registration.

Please mail these transactions to: Department of Motor Vehicles  
60 State St.  
Wethersfield, CT 06161  
Attn: TITLE

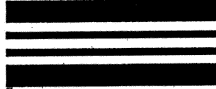
If you have any questions regarding this type of transaction please contact Title at 860 263-5710.

**\*\* In order to keep the vehicle listed as "New" a letter from the dealer on dealer letterhead must be submitted within six months from the title issuance date. The letter must state that the lien holder/lease company has requested a new title because it was registered and titled incorrectly.**

**MUST BE "USED" UNLESS A LETTER IS PROVIDED**

**OFFICIAL REGISTRATION  
OF A MOTOR VEHICLE AND APPLICATION  
FOR CERTIFICATE OF TITLE**  
H-13 REV. 6-2005

STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES  
60 STATE STREET, WETHERSFIELD, CT 06101



**INSTRUCTIONS:**

- (1) Please print using a black or blue pen.
- (2) TITLE must accompany this application.

1. APPLICANT (Owner Registering Vehicle)	OWNER'S NAME (Last, First, Middle Initial)		IF CO-OWNERSHIP <input type="checkbox"/> AND <input type="checkbox"/> OR (Common) (Joint)		CO-OWNER'S NAME (If any)	
	MAILING ADDRESS (Number and Street)		OWNER'S SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		OWNER'S BIRTHDATE	
	(City or Town) (State) (Zip Code)		CO-OWNER'S SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		CO-OWNER'S BIRTHDATE	
	RESIDENT ADDRESS (If Different from Mailing Address - PO Box is NOT acceptable)		CT TOWN WHERE VEHICLE IN THE NORMAL COURSE OF OPERATION MOST FREQUENTLY LEAVES FROM, RETURNS TO OR REMAINS		CO-OWNER'S CT LICENSE NO.	
2. IF LEASED VEHICLE	NAME OF LESSEE (Person to whom vehicle is leased)					CONNECTICUT LEASING LICENSE NO.
	ADDRESS OF LESSEE (P.O. Box is Not Acceptable)					
3. VEHICLE	VEHICLE I.D. NUMBER		YEAR	MAKE	MODEL NAME OR NO.	BODY STYLE (4-Dr, Sedan, etc.)
	FUEL TYPE (Gas, Diesel, etc.)	NO. CYLINDERS	COLOR (Maximum of Two)	ODOMETER READING (Mileage)	NEW OR USED <input type="checkbox"/> NEW <input type="checkbox"/> USED	COMMERCIAL USE <input type="checkbox"/> YES <input type="checkbox"/> NO
4. IF OTHER THAN PASSENGER STYLE VEHICLE	LIGHT WEIGHT (Wt. of vehicle(s) empty)	NO. AXLES	COMPLETE FOR APPLICABLE VEHICLE (Buses, Trucks)	SEAT CAPACITY	NO. STANDEES	CARRY SCHOOL CHILDREN <input type="checkbox"/> YES <input type="checkbox"/> NO
	GROSS WEIGHT (Light wt. + wt. of max load)	MANUFACTURER'S GROSS VEHICLE WEIGHT RATING		TRAILERS - Rear lights required. B trailers required if 3,000 lbs. or more GVWR. Length of vehicle and trailer combined must be in accordance with Connecticut General Statute 14-262.		
5. LIEN-HOLDER (If vehicle purchase was financed)	LIEN-HOLDER FINANCING VEHICLE PURCHASE FOR CURRENT OWNER		DATE OF LIEN	SECOND LIEN-HOLDER (If Any)		DATE OF SECOND LIEN
	ADDRESS OF LIEN-HOLDER		ADDRESS OF SECOND LIEN-HOLDER			
6. AUTO INSURANCE	INSURANCE COMPANY NAME (Not Agent)		AUTOMOBILE INSURANCE POLICY NO.	IF TAX EXEMPTION IS CLAIMED	READ REVERSE SIDE OF THIS FORM, SPECIFY CODE AND ANY ADDITIONAL INFORMATION	
	NAME OF SELLER(S) (If 2 owners, include both names)		DATE VEHICLE PURCHASED		CODE NO. EXEMPTION INFORMATION	
7. SELLER(S)	SELLER'S ADDRESS		PURCHASE PRICE (Bill of Sale required)		Keep this certificate, & documents supporting purchase price (copy of Bill of Sale, canceled check), as proof of required sales tax paid. If you sell/transfer this vehicle, you must complete the Certificate of Sale or Transfer section on the reverse of the yellow copy, and return your marker plate(s) & yellow registration certificate to DMV. If this application contains any material false statement, the registration is void and any money paid is forfeited.	
	The undersigned certifies that there are no liens on this vehicle except those specified above, the insurance required by Connecticut law is in effect and will be maintained during this registration period, all property taxes due any CT Tasting Authority for any vehicle previously registered in my/our name(s) have been paid, if other than Passenger registration this vehicle is registered in accordance with Manufacturer's Maximum Gross Vehicle Weight Rating. The information provided to the Commissioner of Motor Vehicles herein is subscribed by me, the undersigned, under penalty of false statement, in accordance with the provisions of Section 14-110 and 53a-157b of the Connecticut General Statutes. I understand that if I make a statement which I do not believe to be true, with the intent to mislead the Commissioner, I will be subject to prosecution under the above-cited laws.					
8. SIGNATURE(S)	OWNER'S SIGNATURE		SOCIAL SECURITY NUMBER	CO-OWNER'S SIGNATURE		SOCIAL SECURITY NUMBER
	X			X		

**MUST HAVE  
CURRENT ODOMETER  
READING**

**MUST HAVE THE  
NAME /S LISTED ON  
THE FRONT OF THE  
SURRENDERED TITLE**

**DEALER IS NOT  
TO COMPLETE**

THIS SECTION FOR CT LICENSED DEALERS				OFFICE USE ONLY				C.C. S.C. TYPE OF REGISTRATION MARKER PLATE NO.			
<input type="checkbox"/> ISSUE <input type="checkbox"/> TRANSFER <input type="checkbox"/> OUT-OF-STATE DEALER <input type="checkbox"/> CT DEALER'S SALES TAX NO.				CT DEALER LICENSE NO.				EXPIRATION DATE			
TOTAL SALES PRICE \$				MAKE OF TRADE-IN				PRIOR TITLE STATE			
TRADE-IN ALLOWANCE				MODEL OF TRADE-IN				PRIOR TITLE NUMBER			
NET SALES PRICE				IDENTIFICATION NUMBER OF TRADED-IN VEHICLE				RESTRICTION CODE			
STATE TAX COLLECTED				DMV FEES COLLECTED				EQUITY			
VEHICLE SOLD IS: (Check any applicable) <input type="checkbox"/> DEMO <input type="checkbox"/> REBUILT <input type="checkbox"/> MANUFACTURER BUYBACK				new lease safety plate <input type="checkbox"/> title <input type="checkbox"/> no title				ANNUAL FEE			
DEALER'S SIGNATURE				temp. cert. Ben				HIGHEST FEE PAID			
DATE SIGNED				transfer inspections							
X				sub. reg. emissions							
				info. change							
				sales tax							
				TOTAL FEE \$							

## LONG ISLAND SOUND PLATES

When issuing a Long Island Sound “Off-the-Shelf” plate on the OLRs, the dealer will not have to submit a separate Long Island Sound application or a separate check. The LIS fee will be electronically drawn down and validated on the electronic registration certificate.

## QUICK REFERENCE DATES FOR TITLE ISSUANCE BY OTHER STATES

STATE	Date state became Titling State	State	Date state became Titling State
Alabama	1975	Mississippi	7/1/69
(1975 models and up)		(Dealers and Sales)	
Alaska	1946	Missouri	1921
Arizona	8/11/27	Montana	1926
Arkansas		Nebraska	9/8/39
Passenger	1/1/50	Nevada	11/30/31
Commercial	7/1/50	New Hampshire	9/1/68
California	1920	(Vehicles not more than 10 years old)	
Colorado	7/15/25	New Jersey	10/1/40
Connecticut		New Mexico	1/1/30
(1981 models and up)		New York 1973 model & up	
Truck over 18,000 GVWR	7/1/59	North Carolina	10/1/23
Delaware	1/1/21	North Dakota	1927
District of Columbia	1933	Ohio	1/1/38
Florida	7/1/23	Oklahoma	1925
Georgia	7/1/62	Oregon	7/1/25
(15 years and newer)		Pennsylvania	1923
Hawaii	1/1/30	Rhode Island	7/1/72
Idaho	1929	(10 years and newer)	
Illinois	1/1/34	South Carolina	1/1/58
Indiana	1921	South Dakota	7/1/72
Iowa	10/1/53	Tennessee	7/1/51
Kansas	6/31/37	Texas	10/1/39
Kentucky	9/1/83	Utah	6/9/53
(Registration/Ownership Combined)		Vermont	
Louisiana	12/15/50	(vehicles 15 years or newer)	
Maine	1984	Virginia	7/1/24
(1984 models and up)		Washington	1933
Maryland	6/1/20	West Virginia	1925
Massachusetts	9/1/72	Wisconsin	1/1/26
Michigan	7/1/22	Wyoming	1935
Minnesota	10/1/72	Puerto Rico	1987
(Dealers and Sales)			



## TAX TOWN CODES

Address Town	Tax Town Code	Tax Town Name	Address Town	Tax Town Code	Tax Town Name
ABINGTON	112	POMFRET	CENTERVILLE	091	NEW FAIRFIELD
ADDISON	054	GLASTONBURY	CENTRAL VILL	109	PLAINFIELD
ALLINGTOWN	156	WEST HAVEN	CHAFFEE VILLE	078	MANSFIELD
AMESVILLE	122	SALISBURY	CHAPLIN	024	CHAPLIN
AMSTON	067	HEBRON	CHESHIRE	025	CHESHIRE
AMSTON LAKE	067	HEBRON	CHESHIRE HGTS	025	CHESHIRE
ANDOVER	001	ANDOVER	CHESTER	026	CHESTER
ANDOVER CENTER	001	ANDOVER	CHESTERFIELD	086	MONTVILLE
ANDOVER LAKE	001	ANDOVER	CHESTNUT HILL	030	COLUMBIA
ANSONIA	002	ANSONIA	CLARKS FALLS	102	NORTH STONINGTON
ASHFORD	003	ASHFORD	CLARKSVILLE	137	STONINGTON
ATTAWAUGAN	069	KILLINGLY	CLINTON	027	CLINTON
AVON	004	AVON	CLINTONVILLE	101	NORTH HAVEN
BAKERSVILLE	092	NEW HARTFORD	COBALT	042	EAST HAMPTON
BALLOUVILLE	069	KILLINGLY	COLCHESTER	028	COLCHESTER
BALTIC	133	SPRAGUE	COLEBRK CNTR	029	COLEBROOK
BANKSVILLE	057	GREENWICH	COLEBROOK	029	COLEBROOK
BANTAM	074	LITCHFIELD	COLEBROOK RVR	029	COLEBROOK
BARKHAMSTED	005	BARKHAMSTED	COLLINSVILLE	023	CANTON
BEACON FALLS	006	BEACON FALLS	COLUMBIA	030	COLUMBIA
BECKLEY	007	BERLIN	CONANTVILLE	078	MANSFIELD
BELLEHAVEN	057	GREENWICH	CORNWALL	031	CORNWALL
BELL TOWN	135	STAMFORD	CORNWALL BRDG	031	CORNWALL
BERLIN	007	BERLIN	CORNWALL HLW	031	CORNWALL
BETHANY	008	BETHANY	CORNWALL PLN	031	CORNWALL
BETHEL	009	BETHEL	COS COB	057	GREENWICH
BETHLEHEM	010	BETHLEHEM	COVENTRY	032	COVENTRY
BLACK HALL	105	OLD LYME	CRANBURY	103	NORWALK
BLACK POINT	045	EAST LYME	CRESCENT BCH	045	EAST LYME
BLOOMFIELD	011	BLOOMFIELD	CROMWELL	033	CROMWELL
BOLTON	012	BOLTON	CRYSTAL LK	048	ELLINGTON
BOLTON CENTER	012	BOLTON	DANBURY	034	DANBURY
BOLTON LAKE	012	BOLTON	DANIELSON	069	KILLINGLY
BOLTON NOTCH	012	BOLTON	DARIEN	035	DARIEN
BOTSFORD	097	NEWTOWN	DAYVILLE	069	KILLINGLY
BOZRAH	013	BOZRAH	DEEP RIVER	036	DEEP RIVER
BRANCHVILLE	118	RIDGEFIELD	DERBY	037	DERBY
BRANFORD	014	BRANFORD	DEVON	084	MILFORD
BRIDGEPORT	015	BRIDGEPORT	DOBSONVILLE	146	VERNON
BRIDGEWATER	016	BRIDGEWATER	DURHAM	038	DURHAM
BRISTOL	017	BRISTOL	DURHAM CTR	038	DURHAM
BROAD BROOK	017	EAST WINDSOR	E BERLIN	007	BERLIN
BROOKFIELD	018	BROOKFIELD	E BRISTOL	017	BRISTOL
BROOKFIELD CTR	018	BROOKFIELD	E BROOKLYN	019	BROOKLYN
BROOKFIELD JCT	018	BROOKFIELD	E CANAAN	100	NORTH CANAAN
BROOKLYN	019	BROOKLYN	E CHESHIRE	025	CHESHIRE
BROOKLYN CTR	019	BROOKLYN	E COVENTRY	032	COVENTRY
BUCKINGHAM	054	GLASTONBURY	E DERBY	037	DERBY
BUCKLAND	077	MANCHESTER	E DEVON	084	MILFORD
BURLINGTON	020	BURLINGTON	E FARMINGTON	052	FARMINGTON
BURLINGTON CTR	020	BURLINGTON	E GLASTONBURY	054	GLASTONBURY
BURNSIDE	043	EAST HARTFORD	E GRANBY	040	EAST GRANBY
BURRVILLE	143	TORRINGTON	E HADDAM	041	EAST HADDAM
BYRAM	057	GREENWICH	E HAMPTON	042	EAST HAMPTON
CAMPVILLE	066	HARWINGTON	E HARTFORD	043	EAST HARTFORD
CANAAN	021	CANAAN	E HARTLAND	065	HARTLAND
CANNONDALE	161	WILTON	E HAVEN	044	EAST HAVEN
CANTERBURY	022	CANTERBURY	E KENT	068	KENT
CANTON	023	CANTON	E KILLINGLY	069	KILLINGLY
CANTON CENTER	023	CANTON	E LITCHFIELD	074	LITCHFIELD
CENTER GROTON	059	GROTON	E LYME	045	EAST LYME
CENTERBROOK	050	ESSEX	E MERIDEN	080	MERIDEN

Address Town	Tax Town Code	Tax Town Name	Address Town	Tax Town Code	Tax Town Name
E MORRIS	087	MORRIS	GROTON	059	GROTON
E NORWALK	103	NORWALK	GROTON LONG PT	059	GROTON
E PLYMOUTH	111	PLYMOUTH	GUILFORD	060	GUILFORD
E PORTCHESTER	057	GREENWICH	GURLEYVILLE	078	MANSFIELD
E PUTNAM	116	PUTNAM	HADDAM	061	HADDAM
E REDDING	117	REDDING	HADDAM NECK	061	HADDAM
E RIVER	076	MADISON	HADLYME	075	LYME
E SUFFIELD	139	SUFFIELD	HAMBURG	075	LYME
E THOMPSON	141	THOMPSON	HAMDEN	062	HAMDEN
E VILLAGE	085	MONROE	HAMPTON	063	HAMPTON
E WALLINGFORD	148	WALLINGFORD	HANOVERE	133	SPRAGUE
E WEATOGUE	128	SIMSBURY	HARTFORD	064	HARTFORD
E WILLINGTON	160	WILLINGTON	HARTLAND	065	HARTLAND
E WILSON	164	WINDSOR	HARWINTON	066	HARWINTON
E WINDSOR	047	EAST WINDSOR	HAWLEYVIL CTR	097	NEWTON
E WINDSOR HILL	132	SOUTH WINDSOR	HAWLEYVILLE	097	NEWTON
E WOODSTOCK	169	WOODSTOCK	HAYDEN STA	164	WINDSOR
EAGLEVILLE	078	MANSFIELD	HAZARDVILLE	049	ENFIELD
EASTFORD	039	EASTFORD	HEBRON	067	HEBRON
EASTON	046	EASTON	HIGGANUM	061	HADDAM
ELLINGTON	048	ELLINGTON	HIGH RIDGE	135	STAMFORD
ELM HILL	094	NEWINGTON	HIGHLAND PK	077	MANCHESTER
ELMVILLE	069	KILLINGLY	HIGHWOOD	062	HAMDEN
ELMWOOD	155	WEST HARTFORD	HOCKANUM	043	EAST HARTFORD
ENFIELD	049	ENFIELD	HOP RIVER	030	COLUMBIA
ESSEX	050	ESSEX	HOTCHKISS GROVE	014	BRANFORD
FABYAN	141	THOMPSON	HOTCHKISSVILLE	168	WOODBURY
FAIRFIELD	051	FAIRFIELD	HUNTINGTON	126	SHELTON
FAIRHAVEN	093	NEW HAVEN	HUNTINGTON CTR	126	SHELTON
FALLS VILLAGE	021	CANAAN	HYDEVILLE	134	STAFFORD
FARMINGTON	052	FARMINGTON	INDIAN NECK	014	BRANFORD
FITCHVILLE	013	BOZRAH	IVORYTON	050	ESSEX
FLANDERS	045	EAST LYME	IVORYTON HGTS	050	ESSEX
FLOYDVILLE	128	SIMSBURY	JEWETT CITY	058	GRISWOLD
FORESTVILLE	017	BRISTOL	KENSINGTON	007	BERLIN
FOXON	044	EAST HAVEN	KENT	068	KENT
FOXTOWN	041	EAST HADDAM	KILLINGLY	069	KILLINGLY
FRANKLIN	053	FRANKLIN	KILLINGLY CTR	069	KILLINGLY
GALES FERRY	072	LEDYARD	LAKE AMSTON	067	HEBRON
GAYLORDSVILLE	096	NEW MILFORD	LAKE HAYWARD	028	COLCHESTER
GEORGETOWN	161	WILTON	LAKESIDE	087	MORRIS
GILDERSLEEVE	113	PORTLAND	LAKEVILLE	122	SALISBURY
GILEAD	067	HEBRON	LEBANON	071	LEBANON
GILMAN	013	BOZRAH	LEDYARD	072	LEDYARD
GLASGO	058	GRISWOLD	LEESVILLE	041	EAST HADDAM
GLASTONBURY	054	GLASTONBURY	LETTES ISL	060	GUILFORD
GLENBROOK	135	STAMFORD	LIME ROCK	122	SALISBURY
GLENVILLE	057	GREENWICH	LISBON	073	LISBON
GOODYEAR	069	KILLINGLY	LITCHFIELD	074	LITCHFIELD
GOSHEN	055	GOSHEN	LONG HILL	144	TRUMBULL
GOSHEN CENTER	055	GOSHEN	LONG RIDGE	135	STAMFORD
GRANBY	056	GRANBY	LWR PAWCATUCK	137	STONINGTON
GRANITEVILLE	152	WATERFORD	LOWER STEPHANY	085	MONROE
GRASEMERE STA	051	FAIRFIELD	LYME	075	LYME
GREENFIELD HL	051	FAIRFIELD	MADISON	076	MADISON
GREENS FARMS	158	WESTPORT	MANCHESTER	077	MANCHESTER
GREENVILLE	104	NORWICH	MANCHESTER GRN	077	MANCHESTER
GREENWICH	057	GREENWICH	MANSFIELD	078	MANSFIELD
GREYSTONE	111	PLYMOUTH	MANSFIELD 4 CRNR	078	MANSFIELD
GRISWOLD	058	GRISWOLD	MANSFIELD CNTR	078	MANSFIELD
GRISWOLDVILLE	159	WETHERSFIELD	MANSFIELD DPT	078	MANSFIELD
GROSVENORDALE	141	THOMPSON	MANSFIELD HLW	078	MANSFIELD

Address Town	Tax Town Code	Tax Town Name	Address Town	Tax Town Code	Tax Town Name
MAPLE HILL	094	NEWINGTON	N THOMPSON	141	THOMPSON
MARBLEDALE	150	WASHINGTON	N THOMPSONVILL	049	ENFIELD
MARION	131	SOUTHINGTON	N WESTCHESTER	028	COLCHESTER
MARLBOROUGH	079	MARLBOROUGH	N WILLINGTON	160	WILLINGTON
MECHANICSVILLE	141	THOMPSON	N WILTON	161	WILTON
MELROSE	047	EAST WINDSOR	N WINDHAM	163	WINDHAM
MERIDEN	080	MERIDEN	N WINDSORVILLE	047	EAST WINDSOR
MERROW	078	MANSFIELD	N WOODBURY	168	WOODBURY
MIANUS	057	GREENWICH	N WOODSTOCK	169	WOODSTOCK
MIDDLE HADDAM	042	EAST HAMPTON	NAUGATUCK	088	NAUGATUCK
MIDDLEBURY	081	MIDDLEBURY	NEPAUG	092	NEW HARTFORD
MIDDLEFIELD	082	MIDDLEFIELD	NEW BRITAIN	089	NEW BRITAIN
MIDDLETOWN	083	MIDDLETOWN	NEW CANAAN	090	NEW CANAAN
MILBROOK	057	GREENWICH	NEW FAIRFIELD	091	NEW FAIRFIELD
MILFORD	084	MILFORD	NEW HARTFORD	092	NEW HARTFORD
MILLDALE	131	SOUTHINGTON	NEW HARTLAND	065	HARTLAND
MILLSTONE	152	WATERFORD	NEW HAVEN	093	NEW HAVEN
MILLVILLE	088	NAUGATUCK	NEW LONDON	095	NEW LONDON
MILTON	074	LITCHFIELD	NEW MILFORD	096	NEW MILFORD
MOMAUQUIN	044	EAST HAVEN	NEW PRESTON	150	WASHINGTON
MONROE	085	MONROE	NEWFIELD	083	MIDDLETOWN
MONROE CTR	085	MONROE	NEWINGTON	094	NEWINGTON
MOUNT CARMEL	062	HAMDEN	NEWINGTON CTR	094	NEWINGTON
MONTOWESE	101	NORTH HAVE	NEWINGTON JCT	094	NEWINGTON
MONTVILLE	086	MONTVILLE	NEWTOWN	097	NEWTOWN
MOODUS	041	EAST HADDAM	NIANTIC	045	EAST LYME
MOOREVILLE	162	WINCHESTER	NICHOLS	144	TRUMBULL
MOOSUP	109	PLAINFIELD	NO HAVEN	101	NORTH HAVEN
MORRIS	087	MORRIS	NOANK	059	GROTON
MORRIS COVE	093	NEW HAVEN	NORFOLK	098	NORFOLK
MYSTIC	137	STONINGTON	NOROTON	035	DARIEN
N ASHFORD	039	EASTFORD	NOROTON HGTS	035	DARIEN
N BLOOMFIELD	011	BLOOMFIELD	NORTHFIELD	074	LITCHFIELD
N BRANFORD	099	NORTH BRANFORD	NORTHFORD	099	NORTH BRANFORD
N CANAAN	100	NORTH CANAAN	NORTHVILLE	096	NEW MILFORD
N CANTON	023	CANTON	NORWALK	103	NORWALK
N COLCHESTER	028	COLCHESTER	NORWICH	104	NORWICH
N COLEBROOK	029	COLEBROOK	NORWICHTOWN	104	NORWICH
N COLLINSVIL	023	CANTON	OAKDALE	086	MONTVILLE
N CORNWALL	031	CORNWALL	OAKVILLE	153	WATERTOWN
N COVENTRY	032	COVENTRY	OCCUM	104	NORWICH
N CROMWELL	033	CROMWELL	OLD GREENWICH	057	GREENWICH
N FRANKLIN	053	FRANKLIN	OLD LYME	105	OLD LYME
N GRANBY	056	GRANBY	OLD MYSTIC	137	STONINGTON
N GREENWICH	057	GREENWICH	OLD SAYBROOK	106	OLD SAYBROOK
N GROSVNORDLE	141	THOMPSON	ONECO	136	STERLING
N GUILFORD	060	GUILFORD	ORANGE	107	ORANGE
N KENT	068	KENT	ORCUTTVILLE	134	STAFFORD
N LYME	075	LYME	ORONOQUE	138	STRATFORD
N MADISON	076	MADISON	OSWEGATCHIE	152	WATERFORD
N MANCHESTER	077	MANCHESTER	OXFORD	108	OXFORD
N MIANUS	057	GREENWICH	OXFORD CENTER	108	OCFORD
N MOODUS	041	EAST HADDAM	PACHAUG	058	GRISWOLD
N NEWINGTON	094	NEWINGTON	PACKER	022	CANTERBURY
N NORWALK	103	NORWALK	PACKERSVILLE	022	CANTERBURY
N PLAIN	041	EAST HADDAM	PAWCATUCK	137	STONINGTON
N PLYMOUTH	111	PLYMOUTH	PEMBERWICK	057	GREENWICH
N RIDGEFIELD	118	RIDGEFIELD	PEQUABUCK	111	PLYMOUTH
N SOMERS	129	SOMERS	PHOENIXVILLE	039	EASTFORD
N STAMFORD	135	STAMFORD	PINE MEADOW	092	NEW HARTFORD
N STERLING	136	STERLING	PLAINFIELD	109	PLAINFIELD
N STONINGTON	102	N STONINGTON	PLAINVILLE	110	PLAINVILLE

Address Town	Tax Town Code	Tax Town Name	Address Town	Tax Town Code	Tax Town Name
PLANTSVILLE	131	SOUTHINGTON	S WINDSOR	132	SOUTH WINDSOR
PLEASANT VAL	005	BARKHAMSTED	S WOODSTOCK	169	WOODSTOCK
PLYMOUTH	111	PLYMOUTH	SACHEMS HEAD	060	GUILFORD
POMFRET	112	POMFRET	SALEM	121	SALEM
POMFRET CTR	112	POMFRET	SALISBURY	122	SALISBURY
POMFRET LNDG	112	POMFRET	SANDY HILL	081	MIDDLEBURY
POQUETANUCK	114	PRESTON	SANDY HOOK	097	NEWTOWN
POQUONOCK	164	WINDSOR	SAUGATUCK	156	WEST HAVEN
POQUONOCK BDG	059	GROTON	SAYBROOK MANOR	106	OLD SAYBROOK
PORTLAND	113	PORTLAND	SAYBROOK POINT	106	OLD SAYBROOK
PRESTON	114	PRESTON	SCANTIC	047	EAST WINDSOR
PROSPECT	115	PROSPECT	SCITICO	049	ENFIELD
PUTNAM	116	PUTNAM	SCOTLAND	123	SCOTLAND
PUTNAM CTR	116	PUTNAM	SEYMOUR	124	SEYMOUR
PUTNAM HGTS	116	PUTNAM	SHARON	125	SHARON
PUTNEY	138	STRATFORD	SHARON VALLEY	125	SHARON
QUAKER HILL	152	WATERFORD	SHELTON	126	SHELTON
QUINEBAUG	141	THOMPSON	SHERMAN	127	SHERMAN
RAINBOW	164	WINDSOR	SHIPPEN POINT	135	STAMFORD
REDDING	117	REDDING	SHORT BEACH	014	BRANFORD
REDDING CTR	117	REDDING	SILVERMINE	103	NORWALK
REDDING RDGE	117	REDDING	SIMSBURY	128	SIMSBURY
REYNOLDS BRDG	140	THOMASTON	SOMERS	129	SOMERS
RIDGEBURY	034	DANBURY	SOMERSVILLE	129	SOMERS
RIDGEBURY CTR	034	DANBURY	SOUND VIEW	105	OLD LYME
RIDGEFIELD	118	RIDGEFIELD	SOUTHBURY	130	SOUTHBURY
RIVERSIDE	057	GREENWICH	SOUTHFORD	130	SOUTHBURY
RIVERSVILLE	057	GREENWICH	SOUTHINGTON	131	SOUTHINGTON
RIVERTON	005	BARKHAMSTED	SOUTHPORT	051	FAIRFIELD
ROBERTSVILLE	029	COLEBROOK	SPRAGUE	133	SPRAGUE
ROCKFALL	082	MIDDLEFIELD	SPRING GLEN	093	NEW HAVEN
ROCKLAND	076	MADISON	SPRINGDALE	135	STAMFORD
ROCKVILLE	146	VERNON	STAFFORD HLW	134	STAFFORD
ROCKY HILL	119	ROCKY HILL	STAFFORD SPRNGS	134	STAFFORD
ROGERS	069	KILLINGLY	STAFFORD	134	STAFFORD
ROUND HILL	057	GREENWICH	STAFFORDVILLE	134	STAFFORD
ROWAYTON	103	NORWALK	STAMFORD	135	STAMFORD
ROXBURY	120	ROXBURY	STEPNEY	085	MONROE
ROXBURY STA	120	ROXBURY	STEPNEY DEPOT	085	MONROE
ROXBURY CNTR	120	ROXBURY	STERLING	136	STERLING
S BERLIN	007	BERLIN	STEVENSON	085	MONROE
S BOLTON	012	BOLTON	STONINGTON	137	STONINGTON
S BRITAIN	130	SOUTHBURY	STONY CREEK	014	BRANFORD
S CANAAN	021	CANAAN	STORRS	078	MANSFIELD
S CHAPLIN	024	CHAPLIN	STRATFORD	138	STRATFORD
S CHESHIRE	026	CHESHIRE	SUFFIELD	139	SUFFIELD
S COVENTRY	032	COVENTRY	TACONIC	122	SALISBURY
S FARMS	083	MIDDLETOWN	TAFTVILLE	104	NORWICH
S GLASTONBURY	054	GLASTONBURY	TALCOTVILLE	146	VERNON
S KENT	068	KENT	TAFTVILLE	104	NORWICH
S KILLINGLY	069	KILLINGLY	TALCOTVILLE	146	VERNON
S LITCHFIELD	074	LITCHFIELD	TARIFFVILLE	128	SIMSBURY
S LYME	105	OLD LYME	TERRYVILLE	111	PLYMOUTH
S MANCHESTER	077	MANCHESTER	THOMASTON	140	THOMASTON
S MERIDEN	080	MERIDEN	THOMPSON	141	THOMPSON
S MIDDLEBURY	081	MIDDLEBURY	THOMSONVILLE	049	ENFIELD
S NORFOLK	098	NORFOLK	TOLLAND	142	TOLLAND
S NORWALK	103	NORWALK	TORRINGTON	143	TORRINGTON
S WETHERSFIELD	159	WETHERSFIELD	TRACY	148	WALLINGFORD
S WILLINGTON	160	WILLINGTON	TRUMBULL	144	TRUMBULL
S WILTON	161	WILTON	TWIN LAKES	122	SALISBURY
S WINDHAM	163	WINDHAM	TYLERVILLE	061	HADDAM

Address Town	Tax Town Code	Tax Town Name	Address Town	Tax Town Code	Tax Town Name
UNCASVILLE	086	MONTVILLE	WHIGVILLE	020	BURLINGTON
UNION	145	UNION	WHITNEYVILLE	062	HAMDEN
UNION CITY	088	NAUGATUCK	WILLIMANTIC	163	WINDHAM
UNIONVILLE	052	FARMINGTON	WILLINGTON	160	WILLINGTON
UPPER STEPNEY	085	MONROE	WILSON	164	WINDSOR
VERNON	146	VERNON	WILSON STA	164	WINDSOR
VERNON CENTER	146	VERNON	WILSONVILLE	141	THOMPSON
VERSAILLES	133	SPRAGUE	WILTON	161	WILTON
VOLUNTOWN	147	VOLUNTOWN	WINCHESTER	162	WINCHESTER
W ASHFORD	003	ASHFORD	WINCHESTER CTR	162	WINCHESTER
W AVON	004	AVON	WINDHAM	163	WINDHAM
W BANTAM	074	LITCHFIELD	WINDHAM CTR	163	WINDHAM
W BLOOMFIELD	011	BLOOMFIELD	WINDSOR	164	WINDSOR
W CHESHIRE	025	CHESHIRE	WINDSOR LOCKS	165	WINDSOR LOCKS
W CORNWALL	031	CORNWALL	WINDSORVILLE	047	EAST WINDSOR
W CROMWELL	033	CROMWELL	WINSTED	162	WINCHESTER
W GOSHEN	055	GOSHEN	WINTHROP	036	DEEP RIVER
W GRANBY	056	GRANBY	WOLCOTT	166	WOLCOTT
W HADDAM	061	HADDAM	WOLCOTT CTR	166	WOLCOTT
W HARTFORD	155	WEST HARTFORD	WOODBURY	167	WOODBURY
W HARTLAND	065	HARTLAND	WOODBURY	168	WOODBURY
W HAVEN	156	WEST HAVEN	WOODMONT	084	MILFORD
W MORRIS	087	MORRIS	WOODSTOCK	169	WOODSTOCK
W MYSTIC	059	GROTON	WOODSTOCK HL	169	WOODSTOCK
W NORFOLK	098	NORFOLK	WOODSTOCK VAL	169	WOODSTOCK
W NORWALK	103	NORWALK	WOODVILLE	150	WASHINGTON
W PLANTSVILLE	131	SOUTHINGTON	YALESVILLE	148	WALLINGFORD
W REDDING	117	REDDING	YANTIC	104	NORWICH
W ROCKY HILL	119	ROCKY HILL			
W SIMSBURY	128	SIMSBURY			
W STAFFORD	134	STAFFORD			
W STAMFORD	135	STAMFORD			
W STRATFORD	138	STRATFORD			
W SUFFIELD	139	SUFFIELD			
W THOMPSON	141	THOMPSON			
W TORRINGTON	143	TORRINGTON			
W WAUREGAN	019	BROOKLYN			
W WILLINGTON	160	WILLINGTON			
W WOODSTOCK	169	WOODSTOCK			
WALLINGFORD	148	WALINGFORD			
WAPPING	132	SOUTH WINDSOR			
WAREHOUSE PT	047	EAST WINDSOR			
WARREN	149	WARREN			
WARRENVILLE	003	ASHFORD			
WASHINGTON	150	WASHINGTON			
WASHINGTON DPT	150	WASHINGTON			
WASHINGTON GR	150	WASHINGTON			
WATERBURY	151	WATERBURY			
WATERFORD	153	WATERFORD			
WATERTOWN	152	WATERTOWN			
WATERVILLE	151	WATERBURY			
WAUREGAN	109	PLAINFIELD			
WEATOGUE	128	SIMSBURY			
WEQUETEQUOCK	137	STONINGTON			
WESTBROOK	154	WESTBROOK			
WESTCHESTER	028	COLCHESTER			
WESTFIELD	083	MIDDLETOWN			
WESTFORD	003	ASHFORD			
WESTON	157	WESTON			
WESTPORT	158	WESTPORT			
WESTVILLE	093	NEW HAVEN			
WETHERSFIELD	159	WETHERSFIELD			

## PASSENGER

CC: 01 Sub Code: none FEE: \$80. 00. **Expiration:** 2 yr. from date of issue by the dealer.  
Sub Code 3: FEE: Determined by Gross Vehicle Weight, see Combination Fee Chart  
Body Style: Pickup Truck if **Gross Vehicle Weight** does not exceed 8,500 lbs.  
and the vehicle is **not** being used for commercial purposes.

## COMBINATION (sub-code is determined by body style-not vehicle usage)

CC: 03 sc: 1, 2 FEE: determined by GVW and Sub Code

Sub Code 1: Passenger Style Body (2DR SED, 4DR SED)  
FEE: \$88.00  
**Expiration:** 2 year from date of issue by the dealer.

Sub Code 2: Commercial Style Body (SUBURBAN; PICKUP TRUCK; VAN; PASSENGER VANS; ST WAG)

**FEE:** SEE COMBINATION FEE CHART. Connecticut Insurance Card is required on Combination vehicles if the carrying capacity is over 1500 lbs. GVWR **Expiration:** 2 year from date of issue by the dealer.

## COMMERCIAL

CC: 02 sc: 1 **FEE:** See Commercial Fee Chart GVWR up to 26,000 lbs. Fee: **Prorated Period:** November 1 through March 31. **Expiration:** April -- 1 year from Day of issue by the dealer.

## MOTORCYCLE

CC: 12 sc: 1 **FEE:** \$42.00 **Expiration: March:**  
\$52.50 (Prorated fee 2 ½ year) – **Prorated Period:** October 1 through February 28. On-Line system will decode 17 digit VIN. Dealer must fill in number of axles.

## CAMPER

CC: 31 sc: 1 **FEE:** \$75.00 **Expiration: March** – two year registration from day of issue by the dealer.

\$93.75 (Prorated fee 2 ½ year) – **Prorated Period:** October 1 through February 28. 17 Digit VIN decoder will fill in year, make and model of the cab and chassis which may differ once the body style is changed. Therefore, the year, make and model may be changed by the dealer at the time of registration to reflect completed vehicle. Vehicles over 10,000 GVWR are exempted from emission testing. **Light Weight and GVWR is required.** Dealer must fill in number of axles.

## CAMP TRAILER

CC: 11 sc:1 **FEE:** \$19.00 **Expiration:** March – two year registration from **DAY of issue by the dealer**

\$23.75 (Prorated fee 2 ½ year) – **Prorated Period:** October 1 through February 28.

**Title Requirements:** Title fee applied to all trailers 3000 lbs. GVWR or more: 2999 lbs. GVWR or less title fee is exempt. Dealer must fill in number of axles.

**Late Fee:** Renewal Late fee is exempt.

**Greenhouse Gas Fee/CAA:** None

**NOTE: May only process trailer with sub code 1. Trailer with less than 17 digit VIN cannot be processed On-Line.** Only trailers with a 17 digit VIN may be processed On-Line. Because the system will not decode the VIN, the dealer **must** fill in year, make, and model. Number of axles must be entered. Body style must be entered as **"TRAILER"**. Light Weight and GVWR is required.

**Late Fee:** \$10.00 late fee on all types of registration renewal over 5 days except Camp Trailer.

## CLASS CODE AND SUB CODES:

CLASS CODE	TYPE OF REGISTRATION	SUB CODE
01	Passenger	None
01	Passenger	3 Pickup
02	Commercial	1
03	Combination	1 Passenger body
03	Combination	2 Commercial body
12	Motorcycle	1
31	Camper	1
11	Camp Trailer	1

## MISCELLANEOUS TRANSACTION AND PLATE FEES

Safety Plate Fee .....	\$5.00
Duplicate Registration Fee .....	\$20.00
Federal Clean Air Act (Pass & Comb).....	\$10.00
Federal Clean Air Act (Commercial).....	\$5.00
Greenhouse Gas (GHG) .....	\$5.00 on <b>NEW</b> vehicles with Certificate of Origin. <b>*see below</b>
Administrative Fee .....	\$10.00 charged whenever \$25 title fee is charged
Transfer... ..	\$21.00
Record Transfer .....	\$21.00
Emission Exemption fee .....	\$40.00 model year veh.; 4 year or newer \$40.00; 5 year or older requires emissions testing; over 10,000 pounds are exempted from emissions testing
Long Island Sound "Off the Shelf" Plate .....	\$50.00
Renewal Late Fee .....	\$10.00
Register Lien Holder .....	\$10.00
Title Application .....	\$25.00
Duplicate Title Fee .....	\$25.00
Inspection Fee .....	\$25.00

\* **NEW**" vehicle means the vehicle has never previously been transferred by the manufacturer to a consumer (Original Certificate of Origin is present). This includes motor vehicles as defined in CGS 14-1 that are 10,000 or less and also includes demo vehicles, and vehicles that have their Certificate of Origins stamped "USED". This GHG fee is a one time fee that is charged the first time the NEW vehicle is registered. Vehicle with OUT-OF-STATE titles are not charged the Greenhouse Gas (GHG) fee.

The GHG fee does **NOT** apply to:

Special Mobile Equipment

Trailers of any kind

USED vehicles

Vehicles not suitable for operation on the highways: e.g. snowmobiles, ATVs, golf carts, etc.,

Vehicles exempt from the payment of registration fees pursuant to Section 14-49(o) of the CGS.

**ANY TITLE QUESTIONS – DUPLICATE TITLES, TITLE ONLY, ABA STOLEN CAR CASE- MUST BE DIRECTED TO THE TITLE DEPARTMENT AT 860-263-5710**

**THE DEALER PROCESSING PHONE NUMBER IS FOR DEALERS ONLY.**

**DMV GENERAL INFORMATION: 860-263-5700, 1800-842-8222**



## COLORS:

The OLRS System will convert Manufacturers Colors to the following basic colors:

BLUE.....	BLU	ORANGE.....	ORN
BLACK.....	BLK	PURPLE.....	PUR
BROWN.....	BRN	RED.....	RED
GREEN.....	GRN	TAN.....	TAN
GREY.....	GRY	WHITE.....	WHT
YELLOW.....	YEL		

## CONTACT PEOPLE:

### **DEALER PROCESSING UNIT:**

(860)263-5181 Training/Inventory issues/ Registration/Titles

### **DEALERS & REPAIRERS DIVISION:**

(860) 263-5056 D-47 Registration Issuance Bond/Licensing Questions/Dealer Plate issues/Leasing

### **COMMERCIAL VEHICLE SAFETY DIVISION:**

(860)263-5446 Enforcement Questions

### **MARKER ROOM:**

(860) 263-5433 Plate Inventory/Shipping

### **CONNECTICUT AUTOMOTIVE RETAILERS ASSOCIATION:**

(860) 293-2500 Financial Issues

### **DealerTrack:(formerly known as TriVin)**

1-800-374-GSS1 Software/Hardware Problems

### **CVR:**

1-800-333-6995 Software/Hardware Problems

### **Vanguard Phone Number:**

1-800-369-0570 or 860 563-1054

### **Reynolds & Reynolds:**

800-767-7879 Blue On-Line Documents

## OBTAINING SUPPLIES FOR THE REGISTRATION :

FORM	FORM NUMBER	OBTAINED FROM
Application for Registration	H-13	Vanguard
Transmittal Sheet	K201	Vanguard
Pre-paid Invoice	J-23	Vanguard
Supplemental Assignment	Q-1	Vanguard
Application for Duplicate Title	H-6B	Vanguard
Temporary Reg. Certificate	K-326	Vanguard

**NOTE:** Do not contact your vendor with questions relating to DMV policy and procedures, a DMV representative must be contacted.

# Chapter 9 APPENDIX FORMS

STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES  
60 STATE STREET, WETHERSFIELD, CT 06161

## REGISTRATION CERTIFICATE

This registration must be carried upon  
the motor vehicle herein described at all times

IF YOU SELL OR TRANSFER THIS VEHICLE, COMPLETE THE SECTION ON THE  
BACK AND RETURN THE CERTIFICATE TO DMV

VOID UNLESS VALIDATED BELOW

	REG:	75.00
	TITLE:	25.00
	PLATE:	5.00
	CAA:	10.00
	ADMIN:	10.00
	TOTAL	125.00

06/24/2011

VALIDATION DATE

06/24/2011

ISSUANCE DATE

K13

CLOCK

01	456YPS	06/24/2013	ST WAG	GRY
CC	SC	MARKER NO.	EXP. DATE	BODY STYLE
2002	CHEV	TRAILBL	1GNDT13S422443679	
YEAR	MAKE	MODEL	IDENTIFICATION NUMBER	
6	G	086	20110624133503K130539	
CYLINDER	FUEL	TAX TOWN	VALIDATION NUMBER	

PASSENGER

1141  
STOCK NUMBER

REGISTRANT(S):

[REDACTED]

[REDACTED] F  
APPLICANT'S DOB SEX

23 TRA MART DR  
UNCASVILLE, CT 06382

CO-APPLIC'S DOB SEX

RESIDENT ADDRESS:

	2	
TIRES	STAND CAP	SEAT CAP
81,068	04/12/2012	USED
ODOMETER	EMISSIONS TEST DUE DATE	VEHICLE(New or Used)

Connecticut no longer issues  
registration expiration stickers

COMPANY NAME	DEALER'S LICENSE NO.
JKS ENTERPRISES LLC	U7264
2246 ROUTE 32, UNCASVILLE, CT 06382	
LIENHOLDER NAME and ADDRESS(if any)	DATE OF LIEN

SECOND LIENHOLDER(if any)	DATE OF LIEN
---------------------------	--------------

REG:	75.00	PURCHASE DATE	SALES/USE TAX#
TITLE:	25.00	06/24/2011	38640660001
PLATE:	5.00	TAX STATUS	TAX EXEMPT NO.
CAA:	10.00	NONEXEMPT	
ADMIN:	10.00	IDENTIFICATION # OF VEHICLE TRADED	TRADE-IN ALLOWANCE
TOTAL	125.00		

	K13	06/24/2011	06/24/2011
CLOCK	VALIDATION DATE	ISSUANCE DATE	

01	456YPS	06/24/2013	ST WAG	GRY	2002
CC	SC	MARKER NO.	EXP. DATE	BODY STYLE	COLOR(S)
CHEV	TRAILBL	1GNDT13S422443679	6	G	YEAR
MAKE	MODEL	IDENTIFICATION NUMBER	CYLINDERS	FUEL	

20110624133503K130539	RI 5672084
VALIDATION NUMBER	PREVIOUS TITLE STATE AND NUMBER

PASSENGER

REGISTRANT(S):

[REDACTED]

23 TRA MART DR  
UNCASVILLE, CT 06382

RESIDENT ADDRESS:

	2	
TIRES	STAND CAP	SEAT CAP
81,068	04/12/2012	NOT ISSUED
ODOMETER	EMISSIONS TEST DUE DATE	REG INS NO.
		VEHICLE(New or Used)
		NOTICE

The undersigned applicant for a Connecticut registration and/or title herein certify under penalties of false statement (1) that the Sales Tax Information on this form is complete and accurate, (2) that there are no liens on this vehicle at this date except as described above and (3) that insurance required by Connecticut Law is in effect and will be maintained during this registration period. If specification of vehicle weights is required for this registration, the undersigned certifies under penalty of false statement that this vehicle is registered in accordance with the Manufacturer's MAXIMUM GROSS VEHICLE WEIGHT RATING.

PRINT COMPLETE APPLICANT NAME

[REDACTED]

SIGNATURE OF APPLICANT	DATE SIGNED
X [REDACTED]	[REDACTED]
DATE OF BIRTH	SEX / LICENSE STATE
07/16/1979	F GA
DRIVER'S LICENSE NUMBER	
054331819	

PRINT COMPLETE CO-APPLICANT NAME

SIGNATURE OF CO-APPLICANT	DATE SIGNED
X [REDACTED]	[REDACTED]
CO-APPLICANT DATE OF BIRTH	SEX / LICENSE STATE
DRIVER'S LICENSE NUMBER	

SIGNATURE OF DEALER	DATE SIGNED
X [REDACTED]	06-24-11

# Application for Duplicate Certificate of Title (H6-B)

## APPLICATION FOR DUPLICATE CERTIFICATE OF TITLE AND OWNERSHIP TRANSFER IN ABSENCE OF TITLE H-6B REV. 11-04



### INSTRUCTIONS

#### WHO MAY APPLY

#### HOW TO COMPLETE

- The owner may apply for a duplicate certificate of title.
    - if no lienholder was listed on the original certificate of title.
    - if proof of satisfaction is presented for any lien listed on the original certificate of title.
  - The lienholder shall apply for a duplicate certificate of title, if a lien is still outstanding.
- Please print in ink or type. (Strikeovers or erasures are not acceptable.)
  - For a duplicate title fill in:
    - Section 1 - Vehicle and title information
    - Section 3 - Notarization of signature
  - For duplicate title and ownership transfer fill in:
    - Section 1 - Vehicle and Title information
    - Section 2 - Ownership, transfer
    - Section 3 - Notarization of signature

WARNING: Federal law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

**FEE: \$25.00**

(Make check payable to "DMV")


VOID UNLESS VALIDATED ABOVE BY DMV

TO: State of Connecticut, Department of Motor Vehicles, 60 State Street, Wethersfield, CT 06161-5520

<b>SECTION 1</b> VEHICLE AND TITLE INFORMATION HERE	REASON FOR APPLICATION (Check one)		IF REQUESTING DUPLICATE TITLE (Check one below)									
	<input type="checkbox"/> OWNERSHIP TRANSFER	<input type="checkbox"/> DUPLICATE TITLE	<input type="checkbox"/> LOST	<input type="checkbox"/> STOLEN	<input type="checkbox"/> MUTILATED (Please attach)	<input type="checkbox"/> DESTROYED						
	TITLE NUMBER	REG. PLATE NUMBER	VEHICLE IDENTIFICATION NUMBER		MAKE	YEAR						
	NAME(S) OF OWNER(S) AS ON TITLE (Last, First, Middle Initial) AND ADDRESS (Number and Street, City or Town, State, Zip Code)											
LIENHOLDER ON TITLE (Name and Address) IF YOUR LIEN (Loan) HAS BEEN SATISFIED, PLEASE SUBMIT A LETTER FROM THE LIENHOLDER STATING SUCH.												
<b>SECTION 2</b> OWNERSHIP TRANSFER AND ODOMETER STATEMENT	I state that, to the best of my knowledge and belief, the odometer reading specified below reflects the actual mileage, unless one of the following statements is checked.											
	ODOMETER READING (No tenths)		<input type="checkbox"/> I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical knots. (The odometer started at zero again.)									
	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								<input type="checkbox"/> I hereby certify that the odometer reading is not actual mileage. WARNING: ODOMETER DISCREPANCY			
	NAME OF BUYER (Please Print)		CHECK ONE IF CO-OWNED		NAME OF BUYER (Please Print)							
		<input type="checkbox"/> AND <input type="checkbox"/> OR (Common) (Joint)										
ADDRESS OF BUYER(S)			DEALER'S LICENSE NO. (if dealer)									
SIGNATURE OF BUYER(S) (Or authorized official)			PRINTED NAME OF BUYER(S) (Or authorized official)		TRANSFER DATE							
X												
<p>The information provided to the Commissioner of Motor Vehicles herein is subscribed by me, under penalty of false statement, in accordance with the provisions of Section 14-110 and 53a-157b of the Connecticut General Statutes. I understand that if I make a statement which I do not believe to be true, with the intent to mislead the Commissioner, I will be subject to prosecution under the above-cited laws.</p> <p><b>SELLER(S):</b> The undersigned seller(s) hereby state(s) that the vehicle described on this application was transferred to the buyer(s) specified above. If joint ownership, the undersigned seller(s) attest(s) that all other living joint owners not signing below have been duly notified of the transfer.</p> <p><b>BUYER(S):</b> Do not sign until all sections have been completed and signed by seller(s). Signing indicates that you are aware of the ODOMETER STATEMENT.</p>												
<b>SECTION 3</b> NOTARY	SIGNATURE (Owner(s) or lienholder of record)		PRINTED NAME(S)									
	X											
SUBSCRIBED AND SWORN BEFORE ME		PLACE SWORN	DATE SWORN	SIGNATURE (Notary Public, J/P, Comm of S.C.)								
				X								

### DID YOU REMEMBER TO:

- Have this application notarized.
- Submit a check made out to "DMV" for \$25.00.
- Sign the application in Section 3 if you are the owner or lienholder.
- (If you had a lien on the vehicle) Enclose a letter, from the lienholder, stating the lien was satisfied (paid-off).

NAME (Last, First, Middle Initial)		<b>FORWARD TITLE TO:</b> (Please print or type)
ADDRESS (Number and Street)		
(City or Town) (State) (Zip Code)		

**CONNECTICUT SECURE POWER OF ATTORNEY  
FOR VEHICLE MILEAGE DISCLOSURE  
AND CERTIFICATION**  
H-117 NEW 9-2003



STATE OF CONNECTICUT  
**DEPARTMENT OF MOTOR VEHICLES**  
TITLE DIVISION  
On the Web at <http://dmvct.org>

Connecticut Dealer License Number:

--

**POWER OF ATTORNEY TO SIGN FOR OWNER WHEN REGISTERING AND/OR TRANSFERRING OWNERSHIP OF A MOTOR VEHICLE  
WHEN TITLE IS HELD BY LIENHOLDER**

**WARNING:** This form may be used only when title is physically held by lienholder. This form must be submitted to the State of Connecticut Department of Motor Vehicles by the person exercising powers of attorney. Failure to do so may result in fines and/or imprisonment.

VEHICLE DESCRIPTION				
YEAR	MAKE	MODEL	BODY TYPE	VEHICLE IDENTIFICATION NUMBER (VIN)

**PART A: POWER OF ATTORNEY TO DISCLOSE MILEAGE**

Federal and state laws require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.  
I \_\_\_\_\_ appoint \_\_\_\_\_ as my attorney-in-fact, to

(Transferor's/Seller's Name, Print) (Transferee's/Buyer's Name, Print)  
disclose the mileage, on the title for the vehicle described above, exactly as stated in the following disclosure.

I state that the odometer now reads \_\_\_\_\_ (No Tenths) miles and to the best of my knowledge that it reflects the actual mileage unless one of the following statements is checked.

- ☐ 1. I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.  
☐ 2. I hereby certify that the odometer reading is NOT the actual mileage. **WARNING—ODOMETER DISCREPANCY**

Transferor's/Seller's Signature \_\_\_\_\_

Transferee's/Buyer's Signature \_\_\_\_\_

Transferor's/Seller's Printed Name \_\_\_\_\_

Transferee's/Buyer's Printed Name \_\_\_\_\_

Transferor's Address (Number and Street, City or Town, State, Zip Code) \_\_\_\_\_

Transferee's Address (Number and Street, City or Town, State, Zip Code) \_\_\_\_\_

Date of Statement \_\_\_\_\_

**PART B: POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISCLOSURE**  
(Part B is invalid unless Part A has been completed)

I \_\_\_\_\_ appoint \_\_\_\_\_ attorney-in-fact to sign the  
(Transferee's/Buyer's Printed Name) (Transferor's/Seller's Printed Name)  
mileage disclosure, on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.

Transferee's/Buyer's Signature \_\_\_\_\_

Transferee's/Buyer's Printed Name \_\_\_\_\_

Transferee's Address (Number and Street, City or Town, State, Zip Code) \_\_\_\_\_

Federal and state laws require that you state the mileage upon transfer of ownership. Providing a false statement may result in fines and/or imprisonment.

I, \_\_\_\_\_ state that the odometer now reads \_\_\_\_\_ (No Tenths) miles and to the best of my  
(Transferor's/Seller's Printed Name)  
knowledge that it reflects the actual mileage unless one of the following statements is checked.

- ☐ 1. I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its mechanical limits.  
☐ 2. I hereby certify that the odometer reading is NOT the actual mileage. **WARNING—ODOMETER DISCREPANCY**

Transferor's/Seller's Signature \_\_\_\_\_

Transferor's/Seller's Printed Name \_\_\_\_\_

Date of Statement \_\_\_\_\_

Transferor's Address (Number and Street, City or Town, State, Zip Code) \_\_\_\_\_

**PART C: CERTIFICATION**

I \_\_\_\_\_, hereby certify that the mileage I have disclosed on the title document is consistent with that  
(Person Exercising Above Powers of Attorney, Print)  
provided to me in the above power of attorney. Further, upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure I have made on the title pursuant to the power of attorney is greater than that previously stated on the title and reassignment documents. This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
(Number and Street, City or Town, State, Zip Code)

DISTRIBUTION: Original - DMV    Canary - Transferor in Part A    Pink - Dealer

# Authorization for Pay-off (H-12)

ASSIGNMENT AND AUTHORIZATION  
FOR PAYOFF BY LICENSED DEALER  
H-12 REV. 8-2003

STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES  
TITLE DIVISION  
On The Web At <http://dmvct.org>



## INSTRUCTIONS:

1. The titled owner(s) arranges the sale and provides the dealer with the name of the lienholder.
2. The dealer obtains the balance due on the loan and this form H-12 is completed and then signed by the owner(s). Form H-117 (Connecticut Secure Power of Attorney For Vehicle Mileage Disclosure and Certification) must be executed to meet the federal odometer requirement.
3. The dealer must forward a photocopy of both forms H-12 and H-117 to the lienholder with payment.
4. The lienholder releases the lien on the Certificate of Title (*if the lienholder has possession of the title*) and forwards the title to the dealer. If there is no title, the lien release must be submitted.
5. At the time of resale, the dealer will complete the reassignment section on the reverse side of the Certificate of Title (*if the dealer has possession of the title*), and will forward it together with this form H-12 to the Department of Motor Vehicles, accompanied by all other necessary documents for retitling and registration. Form H-117 must accompany this form H-12.
6. Section 4 of this form H-12 is to be completed ONLY by a Connecticut Licensed Dealer when the Connecticut Title cannot be obtained by the lienholder. The dealer must verify that the title which cannot be obtained from lienholder is in fact a Connecticut title.

## SECTION 1 - VEHICLE INFORMATION

MAKE	MODEL	YEAR	TITLE NUMBER
VEHICLE IDENTIFICATION NUMBER (VIN)			

## SECTION 2 - LIENHOLDER INFORMATION

NAME OF LIENHOLDER			
ADDRESS OF LIENHOLDER (Number and street)	(City or Town)	(State)	(Zip Code)

## SECTION 3 - PURCHASER/TRANSFeree INFORMATION

NAME OF DEALER (Transferee)			
ADDRESS OF DEALER (Transferee)	(Number and street)	(City or Town)	(State) (Zip Code)

For value received, the undersigned seller(s) have assigned, transferred, and conveyed all my/our right, title, and interest in the above described motor vehicle subject, however, to your rights and interests therein; and I/we hereby authorize you to accept from the said Purchaser/Transferee the amount of \$\_\_\_\_\_, being the full balance due on my/our account, and upon receipt and acceptance of such amount you are instructed to surrender the Certificate of Title to said motor vehicle, properly released and endorsed within 10 days as required by law.

SIGNATURE OF SELLER(S)	PRINTED NAME OF SELLER(S)	DATE SIGNED
X		
SIGNATURE OF DEALER(S) (By Authorized Official)	PRINTED NAME OF DEALER(S) (By Authorized Official)	DATE SIGNED
X		

Subscribed under penalty of false statement as provided in Section 53a-157b of the Connecticut General Statutes, as amended.

## THIS DOCUMENT IS NOT A CERTIFICATE OF TITLE

## SECTION 4 - SIGNATURE OF DEALER

In accordance with the provisions of Sections 14-180 of the Connecticut General Statutes, I hereby attest that the original Connecticut Certificate of Title cannot be obtained from the lienholder and the lien has been satisfied. I request that the transfer be made on Assignment and Warranty of Title (Previous Connecticut Title Only).

AUTHORIZED SIGNATURE OF DEALER:	DEALER LICENSE NUMBER
X	

# On-Line Form (K-326)

TEMPORARY ON-LINE REGISTRATION CERTIFICATE  
ISSUED BY LICENSED CT DEALER OR LEASING CO.  
K-326 NEW 3-2002 (Old B-326)

STATE OF CONNECTICUT  
**DEPARTMENT OF MOTOR VEHICLES**  
DEALERS AND REPAIRERS DIVISION  
On The Web At <http://dmvct.org>

DATE OF ISSUE		DATE OF EXPIRATION		TEMPORARY REG. PLATE NO.	
TYPE OF REGISTRATION CERTIFICATE <input type="checkbox"/> NEW ISSUE <input type="checkbox"/> TRANSFER		IF TRANSFER, PLATE NUMBER OF TRANSFER VEHICLE		IF TRANSFER, VEHICLE IDENTIFICATION NUMBER FROM TRANSFER VEHICLE	
REGISTRATION CLASSIFICATION <input type="checkbox"/> PASSENGER <input type="checkbox"/> COMBINATION <input type="checkbox"/> CAMPER <input type="checkbox"/> CAMP TRAILER <input type="checkbox"/> MOTORCYCLE <input type="checkbox"/> COMMERCIAL (up to 26,000lbs. GVW)					
<b>VEHICLE INFORMATION</b>	MAKE	MODEL	YEAR	BODY STYLE	
	COLOR(S)		VEHICLE IDENTIFICATION NUMBER		
<b>REGISTRANT INFORMATION</b>	NAME OF REGISTRANT (Owner or Lessor)				
	ADDRESS OF REGISTRANT (Number and Street) (City or Town) (State) (Zip Code)				
<b>LESSEE INFORMATION (If Leased Vehicle)</b>	NAME OF LESSEE				
	ADDRESS OF LESSEE (Number and Street) (City or Town) (State) (Zip Code)				
<b>SELLER INFORMATION</b>	NAME OF SELLER (Dealer or Leasing Co.)		DEALER/LEASING CO. LICENSE NO.	TELEPHONE NO. (Include Area Code)	
	BUSINESS ADDRESS (Number and Street) (City or Town) (State) (Zip Code)				
<b>INSURANCE INFORMATION</b>	OWNER OR LESSOR:	POLICY NUMBER	NAME OF INSURANCE COMPANY (Not Agent)		
	LESSEE:	POLICY NUMBER	NAME OF INSURANCE COMPANY (Not Agent)		
<b>CERTIFICATION</b>	I declare under penalties of false statement that all information above is true and accurate, that my right to register a vehicle has not been suspended by the Department of Motor Vehicles, and that all property taxes due any town, municipality or other taxing district, for any vehicle previously registered in my name, have been paid. The vehicle described above was purchased by me from the dealer or leasing company named above.				
	SIGNATURE OF APPLICANT X			DATE SIGNED	

DISTRIBUTION: Blue - DMV Canary - Applicant Pink - Dealer

# Supplemental Assignment of Ownership and/or Bill of Sale (Q-1)

## SUPPLEMENTAL ASSIGNMENT OF OWNERSHIP AND/OR BILL OF SALE Q-1 REV. 2-97



STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES

### INSTRUCTIONS FOR A VEHICLE:

1. Complete Sections 1, 3, 4, and the SIGNATURE AND CERTIFICATION BY SELLER(S) SECTION.
2. This form can be used as a **BILL OF SALE** or to assign ownership when the assignment areas on the back of a **TITLE** are filled.
3. This form must be accompanied by the most recent **TITLE** issued for the vehicle.

### INSTRUCTIONS FOR A VESSEL:

1. Complete Sections 2, 3, 4, and the SIGNATURE AND CERTIFICATION BY SELLER(S) SECTION.
2. This form is used as a **BILL OF SALE**.

**WARNING:** Federal law requires that you state the mileage in connection with a transfer of ownership. Failure to complete the Odometer Disclosure Statement or providing a false statement may result in fines and/or imprisonment.

CHECK ONE  
☐ VEHICLE ☐ VESSEL

### ASSIGNMENT OF OWNERSHIP

SELLER(S): The undersigned seller(s) hereby state(s) the vehicle described on this title was transferred to the buyer(s) specified below. BUYER(S): Do not sign below until all sections have been completed and signed by seller(s). Signing below indicates you are aware of the CONDITION STATEMENT and ODOMETER DISCLOSURE STATEMENT made by seller(s).


SECTION 1 Vehicle Information	TITLE NUMBER		ISSUED BY THE STATE OF:	
	MAKE	YEAR	VEHICLE IDENTIFICATION NUMBER	
	Was this vehicle at the time of sale in condition for legal operation on the highway(s) of this state? (Only Dealers must respond to this question) <input type="checkbox"/> YES <input type="checkbox"/> NO			
	I state that, to the best of my knowledge and belief, the odometer reading specified below reflects the actual mileage, unless one of the following statements is checked: ODOMETER READING (No tenths) <input type="checkbox"/> I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits. (The odometer started at zero again.) <input type="checkbox"/> I hereby certify that the odometer reading is not actual mileage. <b>WARNING: ODOMETER DISCREPANCY</b>			
SECTION 2 Vessel Information	MAKE	YEAR	HULL IDENTIFICATION NUMBER (Required if built 1973 or later)	
	COLOR - PRIMARY/SECONDARY	MODEL	LENGTH	STATE WHERE LAST NUMBERED PREVIOUS NUMBER
SECTION 3 Buyer(s)	NAME OF BUYER (Please print)		CHECK ONE IF CO-OWNED <input type="checkbox"/> AND <input type="checkbox"/> OR	NAME OF CO-BUYER (Please print)
	ADDRESS OF BUYER(S)			DEALER'S LICENSE NO. (if dealer)
	SIGNATURE OF BUYER(S) (Or authorized official) X		PRINTED NAME OF BUYER(S) (Authorized official) DATE SIGNED	
SECTION 4 Seller(s)	NAME OF SELLER(S) (Please print)			DATE SOLD
	ADDRESS OF SELLER(S) (Please print)			DEALER'S LICENSE NO. (if dealer)

### SIGNATURE AND CERTIFICATION BY SELLER(S)

I (we) declare under penalty of false statement that the information furnished above is true and complete to the best of my (our) knowledge and belief. The owner (seller) of this motor vehicle or vessel described above hereby transfers to the buyer the described motor vehicle or vessel in consideration of the amount (selling price) entered below, receipt hereby acknowledged.

SIGNATURE OF SELLER(S) (Or authorized official) X	PRINTED NAME OF SELLER(S) (Authorized official)	SELLING PRICE \$	DATE SIGNED
------------------------------------------------------	-------------------------------------------------	---------------------	-------------

# ON-LINE Dealer Transmittal Sheet to DMV (K-201)

NAME OF DEALERSHIP OR LEASING COMPANY			CONTACT PERSON				
TYPE OF BUSINESS <input type="checkbox"/> DEALER <input type="checkbox"/> LEASING CO.		DEALER/LEASING LICENSE NO.	TELEPHONE NUMBER	DATE SUBMITTED			
<b>ON-LINE DEALER TRANSMITTAL SHEET TO DMV</b> K-201 NEW 11-2004 <b>INSTRUCTIONS:</b> 1. To be used for manually issued inventory On-Line Transactions only. 2. Do not include regular manual work with this transmittal sheet. 3. List all registrations submitted with this transmittal. 4. List all inventory item (i.e., marker plates & registration stickers) control numbers in the inventory section. 5. The \$10.00 processing fee must be included with each transaction. 6. A return inventory receipt is required for manually issued on-line inventory. Please submit with this transmittal sheet. 7. List all inventory issued on the Application for Registration (H-13).			STATE OF CONNECTICUT DEPARTMENT OF MOTOR VEHICLES 60 STATE STREET WETHERSFIELD CT 06161 On The Web at <a href="http://dmvct.org">http://dmvct.org</a> 				
DMV VALIDATION ABOVE							
INVENTORY INFORMATION (MUST BE COMPLETED)							
DATE REGISTRATION ISSUED	NAME OF REGISTRANT (Last, First, Middle Initial)	CC	MARKER PLATE ISSUED	REGISTRATION CERTIFICATE NUMBER ISSUED	MONTH/YEAR OF STICKER	FEE'S SUBMITTED	REASON NOT COMPLETED ONLINE
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
↓ DMV USE ONLY ↓							
DATE RECEIVED	COUNT	DATE COMPLETED	COUNT	EXAMINER	INVENTORY REMOVED FROM PROBLEM INVENTORY REPORT		
					ON:	BY:	

DISTRIBUTION: White - DMV Processing Unit    Canary - DMV Fiscal    Pink - Dealer



## Certificate of Parental Consent (2-D)

### CERTIFICATE OF PARENTAL CONSENT 2D REV. 6-2002

STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES  
BRANCH OPERATIONS  
On The Web At <http://dmvct.org>



NAME OF 16 OR 17 YEAR OLD APPLICANT (Last, First, Middle)			APPLICANT'S DATE OF BIRTH (Month, Day, Year)
NAME OF APPLICANT'S PARENT, GUARDIAN OR SPOUSE OVER 18			CONSENTER'S DATE OF BIRTH (Month, Day, Year)
RELATIONSHIP TO APPLICANT <input type="checkbox"/> PARENT <input type="checkbox"/> FOSTER PARENT <input type="checkbox"/> LEGAL GUARDIAN (Court Appointed) <input type="checkbox"/> SPOUSE OVER 18 YEARS OLD If the person giving consent <i>IS NOT</i> a parent, proper documentation of authority must be shown. I hereby certify that the information furnished above is true and accurate to the best of my knowledge and belief. I hereby request that the following document(s) be issued to said applicant.			
<input type="checkbox"/> LEARNER'S PERMIT / DRIVER'S LICENSE <input type="checkbox"/> MOTORCYCLE LEARNER'S PERMIT / MOTORCYCLE LICENSE <input type="checkbox"/> MOTOR VEHICLE REGISTRATION			
VEHICLE IDENTIFICATION NUMBER (if applicable)			GROSS VEHICLE WEIGHT (if applicable)
REGISTRATION PLATE NUMBER	VEHICLE YEAR	VEHICLE MAKE	LIGHT VEHICLE WEIGHT (if applicable)
SIGNATURE OF PARENT, GUARDIAN OR SPOUSE OVER 18	DRIVER LICENSE OR DOCUMENTATION SHOWN	DATE SIGNED	
X			
<b>NOTARIZATION (Not valid unless notarized below)</b>			
SUBSCRIBED AND SWORN TO BEFORE ME:	PLACE SWORN	DATE SIGNED	
SIGNATURE OF NOTARY PUBLIC, JUSTICE OF THE PEACE, OR COMMISSIONER OF SUPERIOR COURT	DATE COMMISSION EXPIRES OR JURIST NO.		
X			

## Inventory Discrepancy Form

Date: \_\_\_\_\_

Dealership: \_\_\_\_\_

License Number: \_\_\_\_\_

Clock: \_\_\_\_\_

### Inventory with discrepancy

Inventory	Type		Plate Number
Marker Plate	<input type="checkbox"/> pass <input type="checkbox"/> comb <input type="checkbox"/> comm <input type="checkbox"/> mc <input type="checkbox"/> camper <input type="checkbox"/> camp trailer	<input type="checkbox"/> LIS <input type="checkbox"/> Standard	

If inventory is missing and was received by mail was box tampered with: ☐ yes ☐ no

### Reason for Return

- ☐ Missing (form must be notarized) **NOTE:** completing this form does not release your dealership from an audit.
- ☐ Damaged (inventory must accompany this form)
- ☐ Skipped/Previously Issued (inventory must accompany this form)
- ☐ Issued Manually (a manual registration must accompany this form)

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form must be accompanied by a Returned Inventory Receipt and must be return within seventy-two (72) hours of reporting to:

**Department of Motor Vehicles  
Processing Unit/Problem Inventory  
60 State Street  
Wethersfield, CT 06109  
Attention: Dealer Processing Unit – Room 305**

\_\_\_\_\_  
**Dealer Representative Signature**

\_\_\_\_\_  
**Notary**

**On-Line Registration Certificate (sample)**

## Quick Issue Log

## QUICK ISSUE PLATE LOGOUT

***This sheet must be attached to the Daily Transaction Detail Report and kept on file for state audit purposes***

Issue Date: \_\_\_\_\_

Dealer Name: \_\_\_\_\_ Dealer ID: \_\_\_\_\_

All Clock Numbers Assigned to Terminal: \_\_\_\_\_

[illegible]

## Title Inquiry Report (Sample)

### TITLE INQUIRY REPORT

#### A. Vehicle Title Information

VIN: 2B4FP25BXWR100007

Title Number: 027591072

Year: 1998

Make: DODGE

Odometer: 009999

Titling Date: 12/12/1998

*Legend 1: ODOMETER EXCEEDS LIMITS*

*Legend 2:*

*Legend 3:*

#### B. Owner Information

Number of Owners: 1

Owner Name: JONES JOHN

Co-Owner Name:

#### C. Lien Holder Information

*(A letter of lien release must accompany this application when there is a lien holder present.)*

Number of Liens: 1

Lien Holder 1: FLEET BANK

Address:

Street: 1000 SILAS DEANE HWY

City: WETHERSFIELD

State: CT

Zip: 061094231

Lien Holder 2:

Address

Street:

City:

State:

Zip:

#### D. Company Information

Company's License Number: N277

Company Name: VALENTI CHEVROLET OLDSMOBILE INC

Validation Number: 20031209124210E065474

Transaction Number: T0018345141882530

**This report must be attached to the H6B form when processing a transfer of ownership and there is no original title available.**

# Withdrawal Form (H-71)

STATEMENT OF WITHDRAWAL FOR A  
CONNECTICUT MOTOR VEHICLE TITLE  
H-71 REV. 9-2000

STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES  
TITLE SECTION



NAME OF APPLICANT			DMV OFFICE WHERE VALIDATED		
YEAR	MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER		
NAME OF DEALER					
NUMBER AND STREET ADDRESS			CITY	STATE	ZIP CODE
REASON FOR WITHDRAWAL					

It is requested that the application for the vehicle and the applicant indicated above be withdrawn. All fees paid in the submission of the original application are forfeited. You MUST submit a copy of the original registration and evidence that the registration has been canceled or transferred to another vehicle.

SIGNATURE OF APPLICANT		DATE SIGNED	APPLICANT TELEPHONE NUMBER
X			
SIGNATURE OF LIEN HOLDER		DATE SIGNED	LIEN HOLDER TELEPHONE NUMBER
X			
I hereby certify under penalty of false statement that the sale of the vehicle indicated above was never finalized because the vehicle was not delivered to the applicant.			
DEALER SIGNATURE	DATE SIGNED	DEALER LICENSE NUMBER	DEALER TELEPHONE NUMBER
X			

## B-276 APPLICATION FOR WAIVER OF REGISTRATION FEE – ACTIVE SERVICE IN U.S. ARMED FORCES

### APPLICATION FOR WAIVER OF REGISTRATION FEE - ACTIVE SERVICE IN U.S. ARMED FORCES

B-276 REV. 7-2004

STATE OF CONNECTICUT  
DEPARTMENT OF MOTOR VEHICLES  
On The Web At <http://dmv.ct.org>

INSTRUCTIONS: Submit completed signed application with photocopy of military ID evidencing active duty with the armed forces of the United States. If Army or Air National Guard, or reservist, submit copy of your orders showing that you have been called to active duty in the armed forces of the United States within the registration period for which you are applying for fee waiver. If HONORABLE DISCHARGE or SEPARATION, submit photocopy of your separation papers, and specify DATE OF SEPARATION below (SIGNATURE OF COMMISSIONED OFFICER IN CHARGE is not required).

NAME OF APPLICANT (First Name, Middle Initial, Last Name)		RANK	REGISTRATION NUMBER	<input type="checkbox"/> Legal CT Resident <input type="checkbox"/> CT Resident at time of induction <input type="checkbox"/> Stationed in CT <input type="checkbox"/> MOTOR VEHICLE <input type="checkbox"/> MARINE VESSEL	
MAILING ADDRESS (No., Street, Town, State)		CT OPERATOR LICENSE NO.	IF NOT LICENSED IN CT, SPECIFY STATE ISSUING OPERATOR LICENSE		
CONNECTICUT RESIDENT ADDRESS (No., Street, Town - If same as above, write "SAME")		CHECK ONE FOR ACTIVE DUTY STATUS	<input type="checkbox"/> ARMY <input type="checkbox"/> NAVY	<input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINES	<input type="checkbox"/> COAST GUARD <input type="checkbox"/> ARMY or AIR NATIONAL GUARD
REASON FOR WAIVER	FULL NAME AND MAILING ADDRESS OF ARMED FORCES UNIT (No Abbreviations)				
<input type="checkbox"/> PRESENT ACTIVE SERVICE IN U.S. ARMED FORCES	I certify that the above named applicant is in the active service of the Armed Forces of the U.S. and is a legal resident of Connecticut or was at time of induction, or is currently stationed in Connecticut.		PRINTED NAME & RANK OF COMMISSIONED OFFICER		SIGNATURE OF COMMISSIONED OFFICER
<input type="checkbox"/> HONORABLY SEPARATED FROM ACTIVE SERVICE	DATE OF SEPARATION		Complete DATE OF SEPARATION at left, and submit separation papers to DMV for verification. You are exempt from the payment of registration fees only within two (2) years following the date of honorable discharge or release.		X
I certify under penalty of false statement that I am a legal resident of Connecticut or was at the time of induction, or am currently stationed in Connecticut, that I am on active duty or was honorably separated from service within the last two years, and that the information given on this application (and in any attachments) is true and accurate.			SIGNATURE OF APPLICANT		DATE OF APPLICATION
			X		

## **Administrative Fee Requirements**

### **Policy No. R-10 – 01R Administrative Fees (REVISED)**

**Revision Date:** 06/29/2011

**Effective Date:** 07/01/2011

**Subject:** Standard for collection of Administrative Fees authorized under CGS 14-12s.

**Purpose:** To establish uniform guidelines for collection of Administrative \$10 Fee.

**Scope:** This standard applies to each motor vehicle **transaction** that involves an electronic inspection of a manufacturer's vehicle identification number for all vehicle types being registered and /or titled in CT.

**Description:** Administrative Fee will be collected at the time of **initial** application for title or registration transactions- except transactions listed below:

All Boat Transactions

Sub Regs

Renewals (including seasonal)

Duplicates

Changes (vehicle description or name changes) on current registrations.

All State or Municipal owned vehicles (title fee exempt)

Temporary registrations

Duplicate titles

Corrections due to DMV error

**RULE OF THUMB:** In general, a \$10 administration fee will be charged whenever a \$25 title fee is charged. However, there is one case where the \$10 administration fee will be charged when no \$25 title fee is charged. This case is the re-issuance of a registration on a vehicle previously registered/titled in Connecticut by the same owner (current CT title- no change in title). These transactions are also subject to VINA electronic VIN inspection.

**PASSENGER REGISTRATION INFORMATION:**

<b>Class Code:</b>	01
<b>Sub-code:</b>	3 Pickups only
<b>Fees:</b>	\$80.00 Registration fee for Passenger Style Vehicles Pickups: Refer to Combination Fee Chart on page 32
	\$ 5.00 Safety Plate Fee \$ 5.00 Greenhouse Gas Fee (One time fee paid only when registering a vehicle with a Certificate of Origin)
<b>Highest Fee Paid:</b>	The cost to register a vehicle for the entire two year period \$75.00 Pickup: Refer to Combination Fee Chart
<b>Annual Fee:</b>	The cost of a one year registration \$40.00 Pickup: Refer to Combination Fee Chart
<b>Clean Air Act Fee:</b>	\$10.00 (only collected on new issues and renewals)
<b>Administrative Fee:</b>	\$10.00 Collected at the time of initial application for title
<b>Expiration Date:</b>	Expires <b>two years</b> from date of issue Example: Vehicle registered 1/8/2011 will expire on 1/8/2013.
<b>Special Requirements:</b>	CT Insurance Card
<b>Definition:</b>	C.G.S. 14-1-59: "Passenger Motor Vehicle" means a motor vehicle, used for the private transportation of persons and their personal belongings, designed to carry occupants in comfort and safety, with not less than 50% of the total area enclosed by the outermost body contour lines, excluding the area enclosing the engine, as seen in a plain view, utilized for designating seating positions and necessary legroom with a capacity of carrying not more than 10 passengers including the operator thereof,

The following BODY STYLES must be used for Passenger Vehicles:

<b>Body Style</b>	<b>Description</b>
2 DOOR SEDAN	Including: 3 door hatchback, 2 door coupe, 3 door sedan, 2 door hatchback, XT coupe
STATION WAGON	Including: Window Vans, 4 door station wagon, 2 door station wagon, 3 door wagon, window/pass van, SUV)
4 DOOR SEDAN	Including: 5 door hatchback, 4 door, 4 door hatchback
CONVERTIBLE	Including: roadster, Cabriolet, Jeep
2 DR HARDTOP	Including: Sport Coupe
4 DR HARDTOP	Including: Sports Sedan
SPORT CAR	Including: Corvette, Thunderbird-Landau
LIMOUSINE	Only for private use not to be used for commercial purposes
Pick-Up	Can be registered with passenger plates up to 8,500 GVWR. (please refer to page 29).

**NOTE: Registrations processed to a business must be either a Combination or Commercial plate. If it's a "car" and they want passenger plates they must submit a letter stating that this vehicle will be driven by an officer of the company and it will be for personal use only.**

## Registering a Pick-up Truck with Passenger Plates:

Effective September 10, 2004, a pick up truck can be registered with passenger plates if the **Gross Vehicle Weight Rating does not exceed 8,500 lbs.** and the vehicle **is not** being used for **commercial** purposes.

The registration will be assigned a passenger **Class Code (01) and Sub Code (3)**. The registration fee will be collected **based on the GVWR** of the vehicle. **Combination fees** will be charged in addition to other required fees for registration.

### CLASS TRANSFER:

If a customer has a current combination plate and is requesting to transfer the equity from the previous registration to a passenger marker plate a Class Transfer must be processed. A **CLASS TRANSFER WILL NOT BE PROCESSED ON THIS PROGRAM**. It must be processed **OVER THE COUNTER** at a local DMV branch office.

- Bring the current registration, marker plates and insurance information to your local DMV and request a class transfer to passenger plates.
- Applicable Fees: You will pay a \$45.00 class transfer fee at that time.
- Important: You will be given credit for the unused portion of your current registration and will have to pay an additional fee for the new expiration period of the passenger plates. This fee is based on the expiration of your current registration and the gross weight of the vehicle. The additional fee will be determined at the time the class transfer is processed.
- The light weight and gross weight of the vehicle will remain the same as on the combination registration.
- You will receive new passenger plates

**Please keep in mind that vehicles with a registered gross weight of more than 7500 lbs. are prohibited from using the limited access state highways designated as parkways (Merritt Parkway, Wilbur Parkway).**



## COMBINATION REGISTRATION INFORMATION

<b>Class Code:</b>	03
<b>Sub-code:</b>	1 (Passenger body style) 2 (Commercial body style)
<b>Fees:</b>	Sub-code 1: \$88.00 Registration fee Sub-code 2: Determined by sub-code and gross vehicle weight (see below) NOTE: The Gross vehicle weight rating cannot exceed 12,500 pounds.
	\$ 5.00 Safety Plate Fee \$ 5.00 Greenhouse Gas Fee (One time fee paid only when registering a vehicle with a Certificate of Origin)
<b>Expiration Date:</b>	Expires <b>two years</b> from <u>date of issue</u> Example: Vehicle registered 7/8/2011 will expire on 7/8/2013.
<b>Special Requirements:</b>	CT Insurance Card
<b>Clean Air Act Fee:</b>	\$10.00 (only collected on new issues and renewals)
<b>Administrative Fee:</b>	\$10.00 Collected at the time of initial application for title
<b>Definition:</b>	C.G.S. 14-1-10: "Combination registration" means the type of registration issued to a motor vehicle used for both private and commercial purposes if such vehicles does not have a gross vehicle weight rating in excess of ten thousand pounds;
<b>Annual Fee:</b>	The cost of a one-year registration. Example: For vehicle with a GVWR of 4,000 lbs., the annual fee factor would be \$52.90.
<b>Highest Fee:</b>	The cost to register a vehicle for the entire two-year period. Example: For a vehicle with a GVWR of 4,000 lbs. the highest fee would be \$105.80.
<b>Special Notes:</b>	Combination or commercial plates are needed on the following types or makes of vehicles:  A van that does not have all windows or permanent seats in the back. Ranchero and EL Camino must be registered Combination or Commercial.  Combination plates can only be issued to vehicles with a GVWR of 12, 500 lbs. or less.  The weight shown on the application for registration must be the actual GVWR that is stated on the label affixed to the vehicle by the manufacturer.

**SEC 14-137-10 (Regulation of State Agencies) Registration:** Effective January 1, 1973, any motor vehicle registered as a camper or combination motor vehicle or for which "camper" or "combination" registration is renewed shall be issued a registration listing the gross vehicle weight of such vehicle. The gross vehicle weight indicated on a "camper" or "combination" registration shall not exceed the maximum as established by the manufacturer.

The Light and Gross Weight on Commercial and Combination applications for registration the following styles of body must be checked:

**Panel, Pickup, Station Wagon, Sedan Delivery, Carryall and Utility**

### **TRANSFER COMBINATION WITH INCREASE IN WEIGHT:**

In order to process a transfer combination registration with an increase of weight, you must have the registrant's previous registration information (i.e., light/gross weight).

**STEP 1:** Locate the previous GVWR, fee factor and expiration date on the previous registration.

**Note:** If the fee factor and GVWR do not match there may have been an increase or decrease in weight. The customer is to be credited the highest fee factor paid in a registration renewal period.

**STEP 2:** Locate the proper column on the "COMBINATION FEE CHART FOR COMPUTING ADDITIONAL WEIGHT" by how many months are left on the registration, do not count the current month.

**STEP 3:** Find the previous GVWR fee and the new GVWR fee in the column, which reflects the amount of months left on the registration.

**STEP 4:** Subtract the old fee from the new fee. This amount will be the fee that will be charged in addition to the \$21.00 vehicle transfer fee.

## Combination Fee Chart

**(As of July 1, 2011)**

Combination registration fees are based on the gross vehicle weight rating that the vehicle will be registered for. To use the chart below, you must determine the maximum gross vehicle weight rating of the vehicle (the registered gross weight cannot be more than the manufacturer's gross weight rating of the vehicle). Find the corresponding weight in the first column and read across to the column labeled "2-Year Fee". The fee in this column is the amount charged for a new registration that is issued. If the gross vehicle weight rating falls between two figures go to the next higher weight for the correct fee. These fees are in addition to any other applicable fees such as Title, Plate fee, Sales Tax, etc. All new combination registrations will expire in two years from the date of issuance.

The column labeled "Equity" is the amount of credit that is allowed when a registration is being transferred to another vehicle or when the class of registration is being changed. Determine how many months are remaining on the registration, and then use the appropriate equity column. Do not count the current month.

Registered Gross Vehicle Weight Rating	2-Year Fee	13 - 18 Months Equity	7 - 12 Months Equity	1 - 6 Months Equity
	----- 19 - 24 Months Equity			
<b>Less than 3001</b>	<b>\$94.00</b>	<b>\$70.50</b>	<b>\$47.00</b>	<b>\$23.50</b>
<b>3001-4000</b>	<b>\$106.80</b>	<b>\$80.10</b>	<b>\$53.40</b>	<b>\$26.70</b>
<b>4001-5000</b>	<b>\$130.00</b>	<b>\$97.50</b>	<b>\$65.00</b>	<b>\$32.50</b>
<b>5001-6000</b>	<b>\$153.20</b>	<b>\$114.90</b>	<b>\$76.60</b>	<b>\$38.30</b>
<b>6001-7000</b>	<b>\$176.40</b>	<b>\$132.30</b>	<b>\$88.20</b>	<b>\$44.10</b>
<b>7001-8000</b>	<b>\$199.60</b>	<b>\$149.70</b>	<b>\$99.80</b>	<b>\$49.90</b>
<b>8001-9000</b>	<b>\$222.80</b>	<b>\$167.10</b>	<b>\$111.40</b>	<b>\$55.70</b>
<b>9001-10000</b>	<b>\$246.00</b>	<b>\$184.50</b>	<b>\$123.00</b>	<b>\$61.50</b>
<b>10001-11000</b>	<b>\$269.20</b>	<b>\$201.90</b>	<b>\$134.60</b>	<b>\$67.30</b>
<b>11001-12000</b>	<b>\$292.40</b>	<b>\$219.30</b>	<b>\$146.20</b>	<b>\$73.10</b>
<b>12001-13000</b>	<b>\$315.60</b>	<b>\$236.70</b>	<b>\$157.80</b>	<b>\$78.90</b>

## COMMERCIAL REGISTRATION INFORMATION

<b>Class Code:</b>	02
<b>Sub-code:</b>	1
<b>Fees:</b>	Charge by gross weight according to commercial fee chart.
	\$ 5.00 Safety Plate Fee \$ 5.00 Greenhouse Gas Fee (One time fee paid only when registering a vehicle with a Certificate of Origin)
<b>Expiration Date:</b>	<b>April</b> (Prorated fee charged from November 1 through March 31) <b>one year</b> registration
<b>Special Requirements:</b>	CT Insurance Card
<b>Definition:</b>	C.G.S. 14-1-12: "Commercial registration" means the type of registration required for any motor vehicle designed or used to transport merchandise, freight or persons in connection with any business enterprise, unless a more specific type of registration is authorized and issue by the commissioner for such class of vehicle
<b>Clean Air Act Fee:</b>	\$5.00 (only collected on new issues and renewals)
<b>Administrative Fee:</b>	\$10.00 Collected at the time of initial application for title
<b>Annual Fee:</b>	The cost of a one-year registration. Example: For vehicle with a GVWR of 4,000 lbs., the annual fee would be \$56.40.
<b>Highest Fee:</b>	Commercial vehicles are only registered for one year. The annual fee and highest fee should be the same. Example: For a vehicle with a GVWR of 4,000 lbs. the annual fee and highest fee should be \$56.40.
<b>Special Notes:</b>	<b>Weights to Appear on Application:</b> <ol style="list-style-type: none"> <li><b>Light Weight:</b> Appears as shipping weight on CO or NADA reference.</li> <li><b>Gross Weight:</b> Add the light weight of the vehicle to the carrying capacity. <ol style="list-style-type: none"> <li>Gross weight cannot exceed manufacturer's GVWR for the vehicle and cannot exceed statutory limits.</li> </ol> </li> </ol>

The Light & Gross Weight submitted on commercial applications for registration showing the following styles of body must be checked.

1. Station Wagon and suburban (all similar styles of body)
2. Panel
3. Pick up
4. Sedan Delivery
5. Carry all
6. Utility

## Commercial Fee Chart

Commercial registration fees are based on the gross vehicle weight rating (GVWR) that the vehicle will be registered for. To use the chart below, determine the maximum gross weight of the vehicle. Find the corresponding weight range in the first column and read across to determine the registration fee. The fee in the column labeled "Annual Fee" is the amount charged for a new registration that is issued between April 1<sup>st</sup> through October 31<sup>st</sup>. The "Six Month Fee" is charged for new registrations issued between November 1<sup>st</sup> through March 31<sup>st</sup>. All commercial registrations expire in April.

These fees are in addition to any other applicable fees such as Title, Plate fee, Sales Tax, etc.

**Note:** If the GVWR falls between two figures go to the next higher weight for the correct fee. Example: If the gross weight of the vehicle is 4957 lbs., the fee for 5000 lbs. is charged.

The columns labeled "Equity" is the amount of credit that is allowed when a registration is being transferred to another vehicle. Determine how many months are remaining on the registration, and then use the appropriate equity column.

Gross Weight	Annual Fee	7 - 12 Months Equity	6 Month Fee	1 - 6 Month Equity
Less than 3001	\$47.00	\$34.00	\$27.00	\$17.00
3001-4000	\$56.40	\$46.40	\$33.20	\$23.20
4001-5000	\$68.00	\$58.00	\$39.00	\$29.00
5001-6000	\$79.60	\$69.60	\$44.80	\$34.80
6001-7000	\$91.20	\$81.20	\$50.60	\$40.60
7001-8000	\$102.80	\$92.80	\$56.40	\$46.40
8001-9000	\$114.40	\$104.40	\$62.20	\$52.20
9001-10000	\$126.00	\$116.00	\$68.00	\$58.00
10001-11000	\$137.60	\$127.60	\$73.80	\$63.80
11001-12000	\$149.20	\$139.20	\$79.60	\$69.60
12001-13000	\$160.80	\$150.80	\$85.40	\$75.40
13001-14000	\$172.40	\$162.40	\$91.20	\$81.20
14001-15000	\$184.00	\$174.00	\$97.00	\$87.00
15001-16000	\$195.60	\$185.60	\$102.80	\$92.80
16001-17000	\$207.20	\$197.20	\$108.60	\$98.60
17001-18000	\$218.80	\$208.80	\$114.40	\$104.40
18001-19000	\$230.40	\$220.40	\$120.20	\$110.20
19001-20000	\$242.00	\$232.00	\$126.00	\$116.00

20001-21000	\$308.20	\$298.20	\$159.10	\$149.10
21001-22000	\$322.40	\$312.40	\$166.20	\$156.20
22001-23000	\$336.60	\$326.60	\$173.30	\$163.30
23001-24000	\$350.80	\$340.80	\$180.40	\$170.40
24001-25000	\$365.00	\$355.00	\$187.50	\$177.50
25001-26000	\$379.20	\$369.20	\$194.60	\$184.60
26001-27000	\$393.40	\$383.40	\$201.70	\$191.70
27001-28000	\$407.60	\$397.60	\$208.80	\$198.80
28001-29000	\$421.80	\$411.80	\$215.90	\$205.90
29001-30000	\$436.00	\$426.00	\$223.00	\$213.00
30001-31000	\$558.70	\$548.70	\$284.35	\$274.35
31001-32000	\$576.40	\$566.40	\$293.20	\$283.20
32001-33000	\$594.10	\$584.10	\$302.05	\$292.05
33001-34000	\$611.80	\$601.80	\$310.90	\$300.90
34001-35000	\$629.50	\$619.50	\$319.75	\$309.75
35001-36000	\$647.20	\$637.20	\$328.60	\$318.60
36001-37000	\$664.90	\$654.90	\$337.45	\$327.45
37001-38000	\$682.60	\$672.60	\$346.30	\$336.30
38001-39000	\$700.30	\$690.30	\$355.15	\$345.15
39001-40000	\$718.00	\$708.00	\$364.00	\$354.00
40001-41000	\$735.70	\$725.70	\$372.85	\$362.85
41001-42000	\$753.40	\$743.50	\$381.70	\$371.70
42001-43000	\$771.10	\$761.10	\$390.55	\$380.55
43001-44000	\$788.80	\$778.80	\$399.40	\$389.40
44001-	\$806.50	\$796.50	\$408.25	\$398.25

<b>45000</b>					
<b>45001-46000</b>	<b>\$824.20</b>	<b>\$814.20</b>	<b>\$417.10</b>	<b>\$407.10</b>	
<b>46001-47000</b>	<b>\$841.90</b>	<b>\$831.90</b>	<b>\$425.95</b>	<b>\$415.95</b>	
<b>47001-48000</b>	<b>\$859.60</b>	<b>\$849.60</b>	<b>\$434.80</b>	<b>\$424.80</b>	
<b>48001-49000</b>	<b>\$877.30</b>	<b>\$867.30</b>	<b>\$443.65</b>	<b>\$433.65</b>	
<b>49001-50000</b>	<b>\$895.00</b>	<b>\$885.00</b>	<b>\$452.50</b>	<b>\$442.50</b>	
<b>50001-51000</b>	<b>\$912.70</b>	<b>\$902.70</b>	<b>\$461.35</b>	<b>\$451.35</b>	
<b>51001-52000</b>	<b>\$930.40</b>	<b>\$920.40</b>	<b>\$470.20</b>	<b>\$460.20</b>	
<b>52001-53000</b>	<b>\$948.10</b>	<b>\$938.10</b>	<b>\$479.05</b>	<b>\$469.05</b>	
<b>53001-54000</b>	<b>\$965.80</b>	<b>\$955.80</b>	<b>\$487.90</b>	<b>\$477.90</b>	
<b>54001-55000</b>	<b>\$983.50</b>	<b>\$973.50</b>	<b>\$496.75</b>	<b>\$486.75</b>	
<b>55001-56000</b>	<b>\$1,001.20</b>	<b>\$991.20</b>	<b>\$505.60</b>	<b>\$495.60</b>	
<b>56001-57000</b>	<b>\$1,018.90</b>	<b>\$1,008.90</b>	<b>\$514.45</b>	<b>\$504.45</b>	
<b>57001-58000</b>	<b>\$1,036.60</b>	<b>\$1,026.60</b>	<b>\$523.30</b>	<b>\$513.30</b>	
<b>58001-59000</b>	<b>\$1,054.30</b>	<b>\$1,044.30</b>	<b>\$532.15</b>	<b>\$522.15</b>	
<b>59001-60000</b>	<b>\$1,072.00</b>	<b>\$1,062.00</b>	<b>\$541.00</b>	<b>\$531.00</b>	
<b>60001-61000</b>	<b>\$1,089.70</b>	<b>\$1,079.70</b>	<b>\$549.85</b>	<b>\$539.85</b>	
<b>61001-62000</b>	<b>\$1,107.40</b>	<b>\$1,097.40</b>	<b>\$558.70</b>	<b>\$548.70</b>	
<b>62001-63000</b>	<b>\$1,125.10</b>	<b>\$1,115.10</b>	<b>\$567.55</b>	<b>\$557.55</b>	
<b>63001-64000</b>	<b>\$1,142.80</b>	<b>\$1,132.80</b>	<b>\$576.40</b>	<b>\$566.40</b>	
<b>64001-65000</b>	<b>\$1,160.50</b>	<b>\$1,150.50</b>	<b>\$585.25</b>	<b>\$575.25</b>	
<b>65001-66000</b>	<b>\$1,178.20</b>	<b>\$1,168.20</b>	<b>\$594.10</b>	<b>\$584.10</b>	
<b>66001-67000</b>	<b>\$1,195.90</b>	<b>\$1,185.90</b>	<b>\$602.95</b>	<b>\$592.95</b>	
<b>67001-68000</b>	<b>\$1,213.60</b>	<b>\$1,203.60</b>	<b>\$611.80</b>	<b>\$601.80</b>	
<b>68001-69000</b>	<b>\$1,231.30</b>	<b>\$1,221.30</b>	<b>\$620.65</b>	<b>\$610.65</b>	

<b>69001-70000</b>		<b>\$1,249.00</b>		<b>\$1,239.00</b>		<b>\$629.50</b>		<b>\$619.50</b>
<b>70001-71000</b>		<b>\$1,266.70</b>		<b>\$1,256.70</b>		<b>\$638.35</b>		<b>\$628.35</b>
<b>71001-72000</b>		<b>\$1,284.40</b>		<b>\$1,274.40</b>		<b>\$647.20</b>		<b>\$637.20</b>
<b>72001-73000</b>		<b>\$1,302.10</b>		<b>\$1,292.10</b>		<b>\$656.05</b>		<b>\$646.05</b>
<b>73001-74000</b>		<b>\$1,430.80</b>		<b>\$1,420.80</b>		<b>\$720.40</b>		<b>\$710.40</b>
<b>74001-75000</b>		<b>\$1,450.00</b>		<b>\$1,440.00</b>		<b>\$730.00</b>		<b>\$720.00</b>
<b>75001-76000</b>		<b>\$1,469.20</b>		<b>\$1,459.20</b>		<b>\$739.60</b>		<b>\$729.60</b>
<b>76001-77000</b>		<b>\$1,488.40</b>		<b>\$1,4789.40</b>		<b>\$749.20</b>		<b>\$739.20</b>
<b>77001-78000</b>		<b>\$1,507.60</b>		<b>\$1,497.60</b>		<b>\$758.80</b>		<b>\$748.80</b>
<b>78001-79000</b>		<b>\$1,526.80</b>		<b>\$1,516.80</b>		<b>\$768.40</b>		<b>\$758.40</b>
<b>79001-80000</b>		<b>\$1,546.00</b>		<b>\$1,536.00</b>		<b>\$778.00</b>		<b>\$768.00</b>



## CAMP TRAILER REGISTRATION INFORMATION

<b>Class Code:</b>	11
<b>Sub-code:</b>	1
<b>Fees:</b>	\$19.00
<b>Administrative Fee:</b>	\$ 5.00 Safety Plate Fee \$10.00 Collected at the time of initial application for title
<b>Expiration Date:</b>	Expire in March - <b>2 year</b> registration-- prorated October 1 through February 28) prorate fee \$23.75
<b>Special Requirements:</b>	None
<b>Definition:</b>	C.G.S. 14-1-7: "Camp trailer registration" includes any trailer designed and used exclusively for camping or recreational purposes
<b>Annual Fee:</b>	Cost of one (1) year registration (\$9.00)
<b>Highest Fee:</b>	Cost to register for the entire two (2) year registration period (\$18.00)
<b>Special Notes:</b>	No title required for trailers 2,999 lbs. or less Must have rear light for any weight Must have brakes on all wheels if 3,000 lbs., or more. Title required on 3,000 lbs., or more Light and gross weight needed as well as combined length of vehicle hitch and trailer on H-13.

### Requirements to register

#### New Manufactured Trailer:

- Bill of Sale: must include buyer, seller, purchase price, year, make, body style and VIN
- Certificate of Origin (if gross weight of trailer over 3,000 lbs.)
- Application for Registration and Certificate of Title (H-13)

#### Used Manufactured Trailer

- Bill of Sale: must include buyer, seller, purchase price, year, make, body style and VIN
- Proof of previous CT registration (if gross weight is 3,000 lbs. or less)
- Title properly assigned (if gross weight is over 3,000 lbs.)
- Application for Registration and Certificate of Title (H-13)
- Safety inspection or VIN Verification required (if applicable)
  - Previously registered out of state- VIN Verification required
  - Trailer over 10,000 lbs GVWR require inspection

#### New Homemade Trailer (see additional information on homemade trailers)

- Receipts for the parts/items that were used to make trailer
- Application for Registration & Certificate of Title (H-13)

#### Used Homemade Trailer

- Bill of Sale: must include buyer, seller, purchase price, year, make, body style and VIN
- Proof of previous CT registration (if gross weight is 3,000 lbs. or less)
- Title properly assigned (if gross weight is over 3,000 lbs.)
- Safety inspection or VIN Verification required (if applicable)
  - Previously registered out of state- VIN Verification required
  - Trailer over 10,000 lbs GVWR require inspection

## TITLE & REGISTRY REQUIREMENTS FROM OTHER STATES ON TRAILERS

Alabama	Registration not required on boat trailers 1975 and subsequent years. Travel Trailers are exempt
Alaska	Title required
Arizona	Title required
Arkansas	Title optional for GVWR under 3,001 lbs.
California	Title required on 3,000 lbs. or more
Colorado	Title required on 3,000 lbs. or more
Connecticut	Title required on 3,000 lbs. or more
Delaware	Title required
District of Columbia	Title required
Florida	Title not required on GVWR less than 2,000 lbs. Farm trailers exempt from registration.
Georgia	Boat Trailers, Pole Trailers and homemade trailers exempt as well as utility trailers under 2,000 lbs. Exempt
Hawaii	No title
Idaho	Title required except trailers with unladen weight less than 2,000 lbs.
Illinois	Title required
Indiana	Title required
Iowa	Trailer under 2,000 lbs. Exempt. Farm trailers also exempt from registration.
Kansas	Title and registration optional on weight less than 2,000 lbs. Farm trailers with a load under 6,000 lbs. Exempt
Kentucky	Title required. Boat trailers exempt from registration
Louisiana	Title required. Farm exempt
Maine	Trailers with an unladen weight of 3,000 lbs. or under are exempt. Ten year old trailers are exempt
Maryland	Title required
Massachusetts	Title not required on trailers having gross weight of 3,000 lbs. or less
Michigan	Trailers with empty weight under 2,500 lbs. are exempt
Minnesota	Title required
Mississippi	Boat Trailers are exempt
Missouri	Title required
Montana	Title required
Nebraska	Noncommercial trailers with a gross weight of 9,000 lbs. or under are exempt
Nevada	Title required
New Hampshire	Trailers with gross weight
New Jersey	Title required
New Mexico	Title required
New York	Trailers under 1,000 lbs. are exempt. Vehicles with model years prior to 1973 are exempt.
North Carolina	Title required unless implement of husbandry.
North Dakota	Boat, utility and luggage trailers are exempt. Registration not required for utility trailers, boat trailer, and trailers with a GVWR 1,500 lbs. or less and not "for hire" or commercial use.
Ohio	Commercial trailers, semi-trailers and utility trailers weighing under 4,000 lbs. are exempt. Boat or utility trailer used or personal use are issued a non-commercial plate.
Oklahoma	Registrations not required on small trailers unless used for commercial purposes. Luggage, boat trailers and privately-owned trailers not used commercially and farm trailer not in excess of 6,000 lbs. are exempt
Oregon	Title required except for farm trailers
Pennsylvania	Title required
Rhode Island	Trailer with a capacity of 3,00 lbs. or less is exempt. Vehicles over 10 years old are exempt

South Carolina	Title required over 2,500 lbs. Except for implements of husbandry and pole trailers. Title optional and registration not required if GVWR of boat trailer is less than 2,500 lbs. GVWR. Over 2,500 lbs. GVWR, title and registration is mandatory.
South Dakota	Title required
Tennessee	Registration not required on farm, boat or utility trailers. Title not required.
Texas	Title required unless used solely for transportation of farm products. Titles issued on travel trailers and camper trailers designed for human habitation, commercial trailers having empty weight in excess of 4,000 lbs. and semi-trailers having gross weight in excess of 4,000 lbs.
Utah	Title required except for privately owned trailers 750 lbs. or less that are not used on highway
Vermont	All 1972 and later models, title required except for trailers with unladen weight of 1,500 lbs. or less
Virginia	Title required
Washington	Title required
West Virginia	Title required
Wisconsin	Title required. A trailer, semi-trailer or camping trailer with a GVWR of 3,000 lbs. or less is exempt from registration. Title optional and exempt from registration for trailer, semi-trailer or camping trailers with GVWR of 3,000 lbs. or less. Title required per 3,000 lbs. GVWR.
Wyoming	Title Required. Trailers weighing one thousand (1,000 ) pounds or less unladen are exempt
Puerto Rico	Title required all trailers registered after July 1, 1987

#### **TRAILERS BEING REGISTERED OUT OF STATE:**

Many customers who purchase trailers from dealerships or individuals may choose to register their trailer out of state. Many states have different title laws and requirements, the customer may be refused registration in another state because they do not hold title to a trailer. The statute below will assist these customers in registering trailers which have weight less than three thousand pounds:

**Sec. 14-166. Exempt vehicles.** (a) The acquisition of a certificate of title shall not be required and the issuance of a certificate of title by the Commissioner of Motor Vehicles shall not be required for the following: (1) A vehicle owned by the United States, unless it is registered in this state; (2) a vehicle owned by a manufacturer or dealer and held for sale, even though incidentally moved on the highway or used for purposes of testing or demonstration; or a vehicle used by a manufacturer solely for testing; (3) a vehicle owned by a nonresident of this state and not required by law to be registered in this state; (4) a vehicle regularly engaged in the interstate transportation of persons or property for which a currently effective certificate of title has been issued in another state; (5) a vehicle moved solely by animal power; (6) an implement of husbandry; (7) special mobile equipment; (8) a self-propelled wheel chair or invalid tricycle; **(9) any trailer having a gross weight not in excess of three thousand pounds;** (10) any vehicle for which a temporary registration has been issued pursuant to section 14-12 for the purpose of permitting a nonresident owner who purchases a vehicle in Connecticut to transport such vehicle to such owner's home state; (11) a motor vehicle owned by the state or any town, city or borough within the state; (12) a motor vehicle registered temporarily for inspection purposes pursuant to section 14-12. The acquisition of a certificate of title for any vehicle manufactured prior to 1981 shall not be required. The commissioner, in his discretion, may issue such certificate of title for such a vehicle. (b) Part III of this chapter does not apply to: (1) A vehicle moved solely by animal power; (2) an implement of husbandry; (3) special mobile equipment; (4) a self-propelled wheel chair or invalid tricycle; (5) any trailer having a gross weight not in excess of three thousand pounds.

## **HOMEMADE TRAILERS:**

A homemade trailer composed or assembled from the parts of two or more used trailers will need proof of ownership of or receipts for the purchase of the trailers. In order to verify that any one of the previously listed five (5) classifications (qualifying measures) has been accomplished, the following evidence shall be considered acceptable:

- The receipt for an entire purchased complete component.
- A receipt for purchased assemblies necessary to rebuild a complete component or a repair order indicating the rebuilding of a complete component.
- The receipt for the fabrication of or the materials for a complete component.
- Proof of ownership or the receipt for purchase of a used trailer obtained for its parts or to be rebuilt.
- Photographs of a rebuilt trailer prior to being rebuilt which clearly show the conditions of complete components replaced.
- For any components fabricated from materials on hand for which no receipt is generally available, the person shall sign under penalty of false statement an affidavit attesting to the type and source of the individual pieces of material.

**All homemade trailers are required to be inspected and a Connecticut Vehicle Identification Number assigned at a DMV Safety Inspection location.**

## **REASSIGNMENT OF MISSING TRAILER VIN**

Trailers with a GVWR 10,001 or higher must contact the Anti Theft Unit at (860)263-5098 for VIN assignment.

## CAMPER REGISTRATION INFORMATION

<b>Class Code:</b>	31
<b>Sub-code:</b>	1
<b>Fees:</b>	\$75.00
	\$92.50 Prorated fee---Prorated period: <b>October 1</b> through <b>February 28</b>
<b>Administrative Fee:</b>	\$ 5.00 Safety Plate Fee \$ 5.00 Greenhouse Gas Fee (One time fee paid only when registering a vehicle with a Certificate of Origin) \$10.00 Collected at the time of initial application for title
<b>Expiration Date:</b>	<b>March -- two year</b> registration)
<b>Special Requirements:</b>	CT Insurance Card
<b>Definition:</b>	C.G.S. 14-1-8: "Camper" means any motor vehicle designed or permanently altered in such a way as to provide temporary living quarters for travel, camping or recreational purposes
<b>Annual Fee:</b>	Cost of one (1) year registration (\$37.50)
<b>Highest Fee:</b>	Cost to register for the entire two (2) year registration period (\$70.00)
<b>Special Notes:</b>	<p><b>Vehicles in this category are:</b></p> <ol style="list-style-type: none"> <li>1. Manufactured Campers</li> <li>2. Vehicles converted from a bus, truck or other vehicles equipped for living purposes. <ol style="list-style-type: none"> <li>a. House on Wheels</li> <li>b. Beach Wagon</li> <li>c. Camper</li> </ol> </li> <li>3. Vehicles on which a "CAMPER module" is permanently mounted on or in the motor vehicle. <ol style="list-style-type: none"> <li>a. Should a registrant want to use such a vehicle commercially, combination plates for registration must be issued, charging combination (sub code 2) fee according to gross weight, plus additional fees (see fee chart)</li> </ol> </li> </ol> <p>Gross Weight, Axles, and Light Weight</p> <p>Light and Gross weight of the vehicle fully equipped. Gross weight cannot exceed the manufacturers GVWR listed in reference books for make and model of vehicle. Gross weight cannot exceed statutory limits.</p> <p>14-49(t) limits in correction are:</p> <ul style="list-style-type: none"> <li>2 axle, 36,000</li> <li>3 axle, 53,800</li> <li>4 axle, 67,400</li> <li>5 axle, 73,000</li> </ul> <p>To register a vehicle, which is used as a camper when, a "camper module" is mounted temporarily and commercially when "camper module" is removed registration must be:</p> <ol style="list-style-type: none"> <li>1. Combination, if under 10,000 GVWR (Class Code: 03; Sub code: 2)</li> <li>2. Commercial, if over 10,000 lbs. GVWR</li> </ol>

## MOTORCYCLE REGISTRATION INFORMATION

<b>Class Code:</b>	12
<b>Sub-code:</b>	1 (Passenger) 2 (Commercial)
<b>Fees:</b>	<u><b>Subcode 1 (Passenger)</b></u> <b>\$42.00 (2 year</b> registration-Passenger) <b>\$51.00 (Prorated</b> fee-Passenger, Prorated Period: October 1 through February 28) <u><b>Subcode 2 (Commercial)</b></u> <b>\$56.00 (2 year</b> registration-Commercial) <b>\$69.00 Prorated Fee</b> –Commercial Prorated Period: October 1 through February 28
<b>Administrative Fee:</b>	\$ 5.00 Safety Plate Fee \$10.00 Collected at the time of initial application for title
<b>Expiration Date:</b>	<b>March – two year</b> registration -- Prorated fee, Prorated Period: October 1 through February 28
<b>Special Requirements:</b>	CT Insurance Card
<b>Definition:</b>	<b>C.G.S. 14-1-46: "Motorcycle"</b> means a motor vehicle, with or without a side car, having not more than three wheels in contact with the ground and a saddle or seat on which the rider sits or a platform on which the rider stands and includes bicycles having a motor attached, except bicycles propelled by means of a helper motor as defined in section 14-286, but does not include a vehicle having a completely or partially enclosed rider's seat and a motor which is not in the enclosed area; <b>Sec. 14-286(e) Use of bicycles and bicycles with helper motors. Regulations re bicycles on bridges. Use of high-mileage vehicles. (3)</b> "helper motor" means a motor having a capacity of less than fifty cubic centimeters piston displacement, rated not more than two brake horsepower, capable of a maximum speed of no more than thirty miles per hour and equipped with automatic transmission.
<b>Annual Fee:</b>	Cost of one (1) year registration (\$21.00).
<b>Highest Fee:</b>	Cost to register for the entire two (2) year registration period (\$42.00)
<b>Special Notes:</b>	<b>Limitation Section 14-80I(b):</b> No person shall operate on the highway or in any parking area for ten or more motor vehicles if a motorcycle is equipped with handlebars that are more than fifteen inches in height above the uppermost portion of the seat when the seat is depressed by the weight of the operator.

**NOTE:** When processing a new issue please remember to complete the Marker Plate no. box on the H-13.